P11DORGANISER

P11D Organiser 2009.1.1 Manual

Personal Audit Systems Ltd (PAS Ltd), Enterprise House, Manchester Science Park, Pencroft Way, Manchester M15 6SE
Tel: 0845 257 7113 Fax: 0161 232 9910 Web: p11dorganiser.co.uk

Personal Audit Systems, Ltd.

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1 Introduction

1.1 General

Welcome to Version 2009.1.1 of **P11D Organiser** - the complete solution to the management and reporting needs for benefits and expenses.

P11D Organiser is not just a 'form filler' to be used at the end of the year; it is designed to be a complete benefits and expenses management system to be used throughout the year. Once installed, all records can be kept up to date with the minimum of maintenance and administration.

If used correctly, within a context of clear company policy and procedures, the system will maintain audit trails that will meet all legislative requirements.

If you are an existing user of the software go straight to Chapter 2 for instructions on how to update your software.

1.2 Whats New in this Version

The P11D Organiser is regularly updated. This not only brings the product up-to-date with the latest taxation information, but also serves to continually develop the product to make it easier to use, more intuitive, and packed with cutting-edge support services.

Recent improvements to the product have resulted in:

- Improved Import Wizard
- Greater validation on importing
- More comprehensive error log reporting
- File by Internet facilities
- New html help files

1.3 Technical Specifications - Minimum requirements

Please use the following information below to ensure that your hardware and

Product Development Platform

- Microsoft Visual Fox Pro 8.0

Product Installation Platform

- Altris Wise Installation System 9.0

Product Installation Type(s)

- Client (Local)
- Client / Server (Networked)

- Citrix Delivery
- Multi User

Supported Operating Systems (Client)

Microsoft Windows 98, Microsoft Windows NT, Microsoft Windows ME, Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows Vista

Supported Operating Systems (Server)

Microsoft Windows NT Server, Microsoft Windows 2000 Server, Microsoft Windows 2003 Server

Workstation Minimum Requirements

- Supported Client Operating System
- 125MB available Hard Disk space
- Graphics card capable of at least 800 X 600 resolution
- 256MB RAM (512 Recommended)
- Intel Pentium Processor (or equivalent)

Included 3rd Party Modules

- Amyuni PDF Driver Version 1.59
- IdsMail Version 6.0
- Dynazip-NX Version 5.0
- West Wind Internet Protocols Version 4.68

Supported Email Client Applications

- Microsoft Outlook
- Microsoft Outlook (Express)
- Lotus Notes
- Novell GroupWise
- VINES Network Mail

Supported Protocols

- Hypertext Transfer Protocol (HTTP)

- HTTP over Secure Sockets Layer (HTTPS)
- File Transfer Protocol (FTP)

Supported 3rd Party Payroll, P11D & Accounts Applications

- Pegasus Opera Payroll System (Import, Synchronise)
- Pegasus Opera II Payroll System (Import, Synchronise)
- Pegasus Capital Gold Payroll System (Import, Synchronise)
- Intex Earnie32 Payroll System (Import, Synchronise)
- Intex EarnieIQ Payroll System (Import, Synchronise)
- Ceridian Centrefile CPS1 (Tiger) Payroll System (Import, Synchronise)
- Safe Elite Payroll System (Import, Synchronise)
- Pegasus P11D Solution (Import)
- Earnie P11D System (Import)
- PTP P11D Solution (Import)
- SAGE P11D (Import)
- Taxshield P11D (Import)
- PERTAX (Export)
- PricewaterhouseCoopers P11D Producer

1.4 Legislative Changes

Under the licence agreement, users are entitled to free updates to cover all legislative changes during the Tax Year.

Update disks are sent out automatically and contain any enhancements made since the previous update; you will therefore always have the latest version of the P11D Organiser.

Please see Chapter 22.1.3 to review our section on **Live Update** – the fastest and easiest way to stay up-to-date.

1.5 Key dates

January Minor changes are notified around January each year when the Inland Revenue issues the Booklet 480 and the P11D Guide, along with copies of the current years form P11D.

February Forms P46(CAR) for employees whose car and/or fuel benefit has changed in the quarter ended 5 January to reach the Inland Revenue by this date.

April Key interest rates applicable for the current tax year i.e. the average official interest rate and the interest rate applicable for expensive living accommodation are not notified by the Treasury until after the end of the current tax year. These rates are issued on the form P35(Int) in approximately mid-April each year. For this reason P11D's for the last tax year cannot be completed until these Interest rates have been incorporated into the P11D Organiser.

May The main changes to the following years tax legislation occurs at the time of the main budget around the beginning of March each year. Legislation is put before parliament as to what changes are to apply for the following tax year. This

legislation does not become law until HM the Queen grants Royal Assent on approximately the 15th May each year. We endeavour to issue the annual update to include changes in legislation as notified in the annual budget affecting the following year's legislation and the interest rates in time to coincide with May 15th each year

May 3 Forms P46(car) for Employees whose car and/or fuel benefit has changed in the quarter ended 5 April, to reach the Inland Revenue by this date.

July 5 Last date for agreement of your PAYE Settlement Agreement for tax year (if any)

July 6 Forms P11D(b), P9D and P11D giving details of benefits and expenses paid for the last tax year to reach the Inland Revenue by this date
Last date for giving a copy of the form P9D/P11D to each relevant employee

July 19 Payment for month/quarter ended 5 July should reach the Accounts Office by this date.

August 2 Forms P46(CAR) for employees whose car and/or fuel benefit has changed in the quarter ended 5 July to reach the Inland Revenue by this date

October 19 Payment of your PAYE Settlement Agreement for the previous tax year (if any) should reach the Accounts Office Network Unit by this date.

November 2 Forms P46(CAR) for employees whose car and/or fuel benefit has changed in the quarter ended 5 October to reach the Inland Revenue by this date

1.6 Help Files

1.6.1 Online Help

If at any time you are unsure of what entry to put in a particular field, access the online help by either clicking onto the icon in the upper left-hand portion of the main screen, or by pressing the F1 key. There is also full Tool Tip text for every button on the screen. To find out what any button does, move the mouse pointer over a button/icon and the Tool Tip text will appear giving a description of that button/icon's function.

1.6.2 P11D Guide

The F1 key will display the relevant section of the help files. When you are actually entering details of benefits & expenses, a copy of the Inland Revenue's "P11D Guide" text appears when you press the F1 key. The sections of the help files mirror the format of the P11D form.

1.6.3 Further Information

Adjacent to this will be found "Further Information" on that section.

1.6.4 Tax Tips

Most sections also contain "Tax Tips" which contain useful hints & suggestions to help you to minimise your tax liability when it comes to reporting benefits and expenses.

2 Updating Your P11D Software to Version 2009.1.1

2.1 Update a local installation

The following instructions will guide you through the various installation routines. All users should go through the following three steps, regardless of which installation routine they are attempting to run:

- Insert the P11D Organiser Version 2009.1.1 CD-ROM. The CD should Autoplay, and display the menu on the screen. Should it fail to do so, please browse the contents of the CD-ROM and double-click on the icon "Setup.exe"
- At the top of the menu screen, click on the "Install" tab.
- The installation menu appears. Please select the option labelled "P11D Organiser Full Product"

N.B - Users updating /installing software from a file obtained via website or URL need only to double-click on the file that they have acquired in order to proceed to the first step in any of the installation routines.

2.2 Updating a local installation

1. The Welcome Screen appears

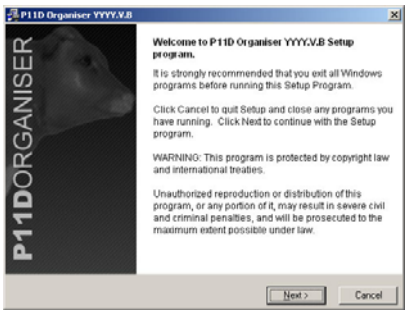

P11D Organiser YYYY.V.B
P11DORGANISER
Welcome to P11D Organiser YYYY.V.B Setup program.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Fig.1 Welcome

Click the **[Next]** button

2. The System Information Screen appears

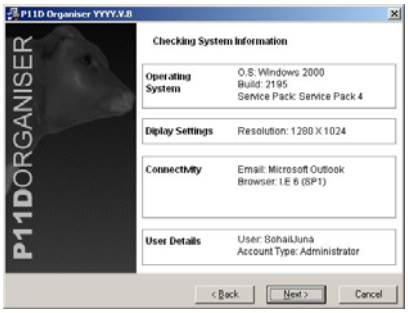


Fig.2 System Information

Review the information and click the **[Next]** button.

3. The Licence Agreement Screen appears

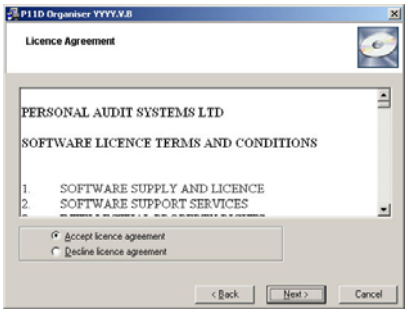


Fig.3 Licence Agreement

Check the [Accept] tab and click the **[Next]** button.

4. The Installation Options Screen appears

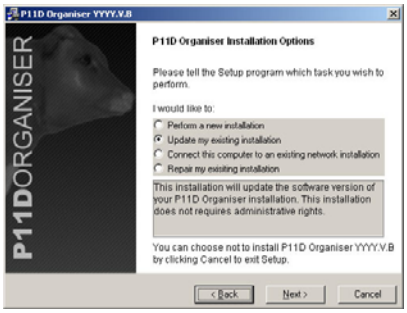

P11D Organiser YYYY.V.B
P11DORGANISER
P11D Organiser Installation Options
Please tell the Setup program which task you wish to perform.
I would like to:
Perform a new installation
Update my existing installation
Connect this computer to an existing network installation
Repair my existing installation
This installation will update the software version of your P11D Organiser installation. This installation does not requires administrative rights.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.4 Installation Options

Check the [Update my existing Installation] tab and click the **[Next]** button.

5A. Searching for Existing Installations

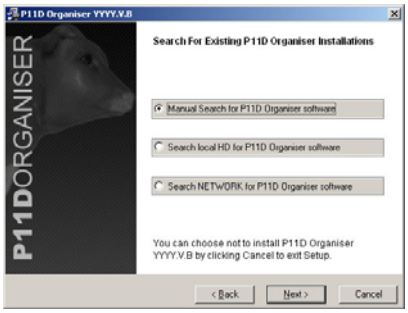

P11D Organiser YYYY.V.B
P11DORGANISER
Search For Existing P11D Organiser Installations
Manual Search for P11D Organiser software
Search local HD for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

If you are unsure of where your installation in located, you can use the "Search Local Drive" option. Please wait while Setup searches your local drive(s) for installations of P11D Organiser.

5B. Searching for Existing Installations

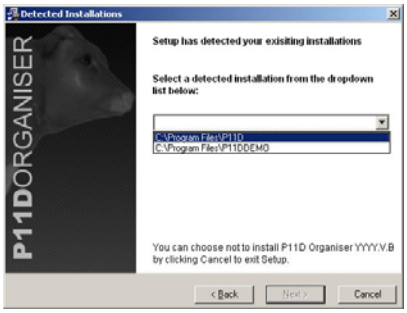

Detected Installations
P11DORGANISER
Setup has detected your exisiting installations
Select a detected installation from the dropdown list below:
C:\Program Files\P11D
C:\Program Files\P11DDEMO
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.6 Select Local Install to Update

Once Setup has finished searching, you will need to specify which installation you wish to update by selecting the appropriate installation from the drop-down menu. **Now proceed to step 6**

5C. Searching for Existing Installations

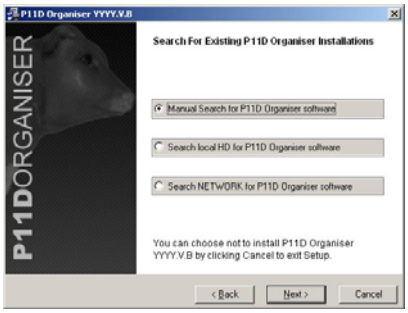

P11D Organiser YYYY.V.B
P11DORGANISER
Search For Existing P11D Organiser Installations
Manual Search for P11D Organiser software
Search local HD for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

Alternatively, if you know where your software is located, you can select the "Manual Search" option to specify the location of the installation that you want to update.

6. The Select Destination Directory Screen appears

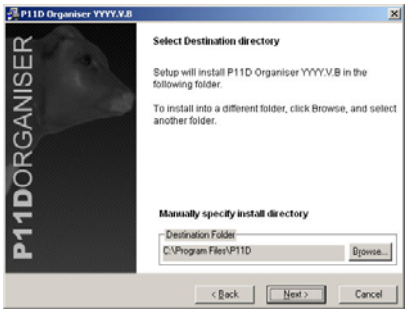


Fig.7 Select Destination Directory

Confirm or specify the path for the installation that you are updating and then click the Next button.

7. The Start Installation Screen appears

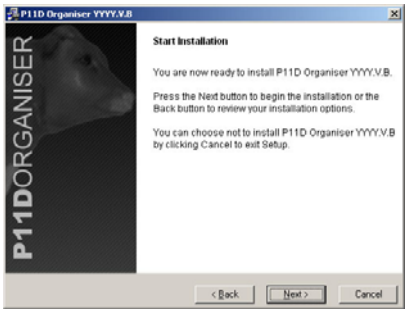

P11D Organiser YYYY.V.B
P11DORGANISER
Start Installation
You are now ready to install P11D Organiser YYYY.V.B.
Press the Next button to begin the installation or the Back button to review your installation options.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.8 Start Installation

Click the **[Next]** button.

8. The Finish Installation Screen appears.

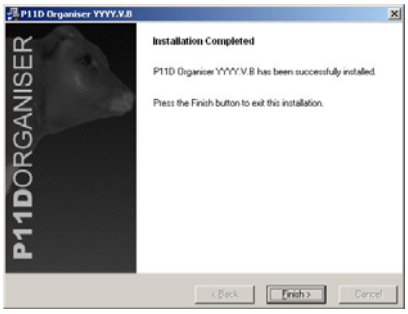


Fig.9 Finish Installation

Click the **[Finish]** button.

9. You are returned to the CD Browser Menu

HOME
FEATURES
TESTIMONIALS
INSTALL
CONTACT US
Let P11D Organiser put an end to your P11D nightmare...
The P11D Organiser is the most powerful, easy to use solution to the task of completing your company's P11D returns on the market.
Developed in partnerships with payroll HR and Fleet departments, P11D Organiser has been the leading electronic solution to completing expenses and benefits returns since 1997.
PAS's 96% client retention rate shows P11D Organiser to be trusted by every size of company from the youngest SME's to the most established multinationals.
INSTALL NOW
PLAY DEMONSTRATION NOW
EXIT

Fig.10 Exit CD Browser

Select the **[EXIT]** button on the bottom-right corner of the CD Browser Menu.

2.3 Update a networked installation

1. The Welcome Screen appears

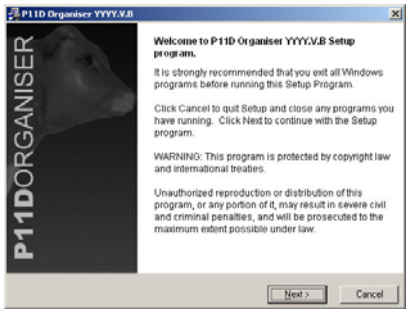

P11D Organiser YYYY.V.B
P11DORGANISER
Welcome to P11D Organiser YYYY.V.B Setup program.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Fig.1 Welcome

Click the **[Next]** button

2. The System Information Screen appears

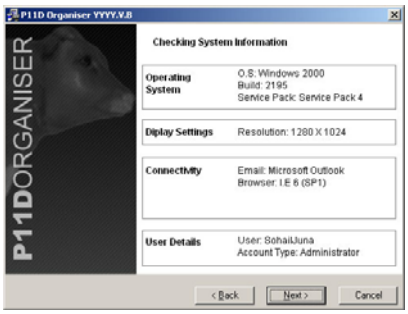


Fig.2 System Information

Review the information and click the **[Next]** button.

3. The Licence Agreement Screen appears

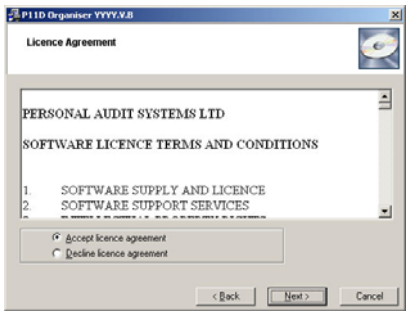


Fig.3 Licence Agreement

Check the [Accept] tab and click the **[Next]** button.

4. The Installation Options Screen appears

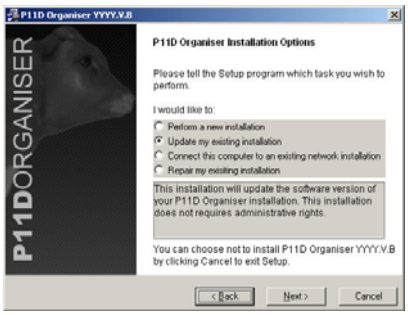

P11D Organiser YYYY.V.B
P11DORGANISER
P11D Organiser Installation Options
Please tell the Setup program which task you wish to perform.
I would like to:
Perform a new installation
Update my existing installation
Connect this computer to an existing network installation
Repair my existing installation
This installation will update the software version of your P11D Organiser installation. This installation does not requires administrative rights.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.4 Installation Options

Check the [Update my existing Installation] tab and click the **[Next]** button.

5A. Searching for Existing Installations

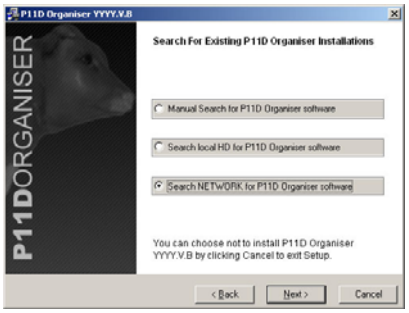

P11D Organiser YYYY.V.B
P11DORGANISER
Search For Existing P11D Organiser Installations
Manual Search for P11D Organiser software
Search local HD for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

If you are unsure of where your installation in located, you can use the "Search NETWORK Drive" option. Please wait while Setup searches your network drive(s) for installations of P11D Organiser

5B. Searching for Existing Installations

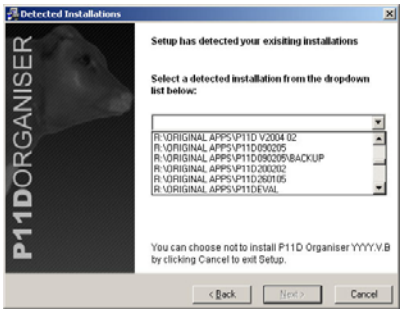


Fig.6 Select Network Install to Update

Once Setup has finished searching, you will need to specify which installation you wish to update by selecting the appropriate installation from the drop-down menu. **Now proceed to step 6**

5C. Searching for Existing Installations

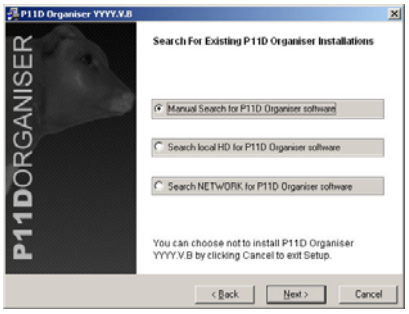

P11D Organiser YYYY.V.B
P11DORGANISER
Search For Existing P11D Organiser Installations
Manual Search for P11D Organiser software
Search local HD for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

Alternatively, if you know where your software is located, you can select the "Manual Search" option to specify the location of the installation that you want to update.

6. The Select Destination Directory Screen appears

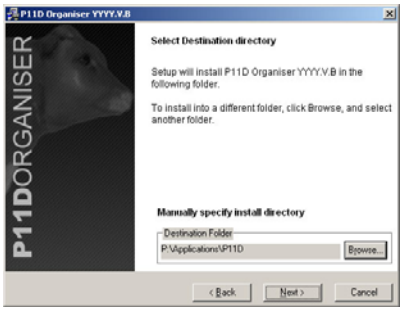


Fig.7 Select Destination Directory

Confirm or specify the path for the installation that you are updating and then click the Next button.

7. The Start Installation Screen appears

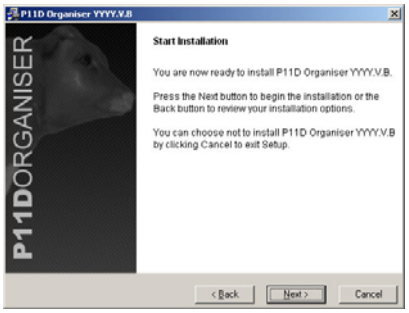

P11D Organiser YYYY.V.B
P11DORGANISER
Start Installation
You are now ready to install P11D Organiser YYYY.V.B.
Press the Next button to begin the installation or the Back button to review your installation options.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.8 Start Installation

Click the **[Next]** button.

8. The Finish Installation Screen appears.

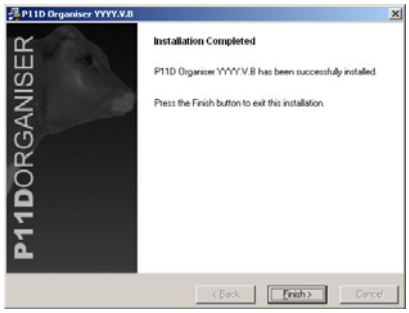


Fig.9 Finish Installation

Click the **[Finish]** button.

9. You are returned to the CD Browser Menu

HOME
FEATURES
TESTIMONIALS
INSTALL
CONTACT US
Let P11D Organiser put an end to your P11D nightmare...
The P11D Organiser is the most powerful, easy to use solution to the task of completing your company's P11D returns on the market.
Developed in partnerships with payroll HR and Fleet departments, P11D Organiser has been the leading electronic solution to completing expenses and benefits returns since 1997.
PAS's 96% client retention rate shows P11D Organiser to be trusted by every size of company from the youngest SME's to the most established multinationals.
INSTALL NOW
PLAY DEMONSTRATION NOW
P11DORGANISER
EXIT

Fig.10 Exit CD Browser

Select the **[EXIT]** button on the bottom-right corner of the CD Browser Menu.

3 New Installation Instructions

3.1 Perform a new local installation (Local)

The following instructions will guide you through the various installation routines. All users should go through the following three steps, regardless of which installation routine they are attempting to run:

- Insert the P11D Organiser Version 2009.1.1 CD-ROM. The CD should Autoplay, and display the menu on the screen. Should it fail to do so, please browse the contents of the CD-ROM and double-click on the icon "Setup.exe"
- At the top of the menu screen, click on the "Install" tab.
- The installation menu appears. Please select the option labelled "P11D Organiser Full Product"

N.B - Users updating /installing software from a file obtained via website or URL need only to double-click on the file that they have acquired in order to proceed to the first step in any of the installation routines.

1. The Welcome Screen appears

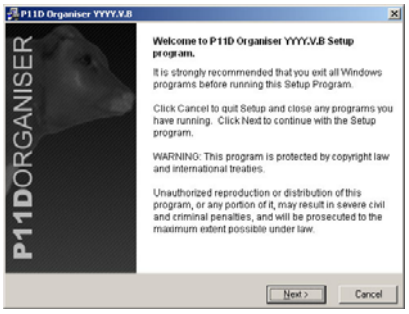

P11D Organiser YYYY.V.B
P11DORGANISER
Welcome to P11D Organiser YYYY.V.B Setup program.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Fig.1 Welcome

Click the **[Next]** button

2. The System Information Screen appears

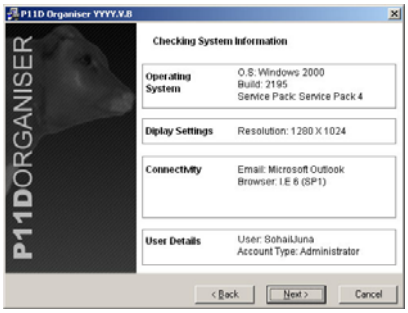


Fig.2 System Information

Review the information and click the **[Next]** button.

3. The Licence Agreement Screen appears

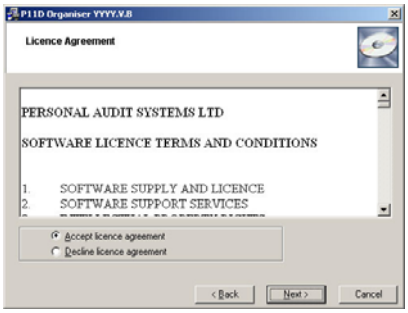


Fig.3 Licence Agreement

Check the [Accept] tab and click the **[Next]** button.

4. The Installation Options Screen appears

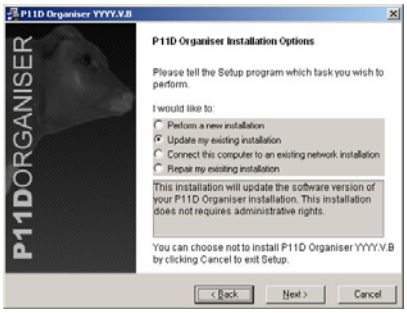

P11D Organiser YYYY.V.B
P11DORGANISER
P11D Organiser Installation Options
Please tell the Setup program which task you wish to perform.
I would like to:
Perform a new installation
Update my existing installation
Connect this computer to an existing network installation
Repair my existing installation
This installation will update the software version of your P11D Organiser installation. This installation does not requires administrative rights.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.4 Installation Options

Check the [Perform a New Installation] tab and click the **[Next]** button.

5. The Select Destination Directory Screen appears

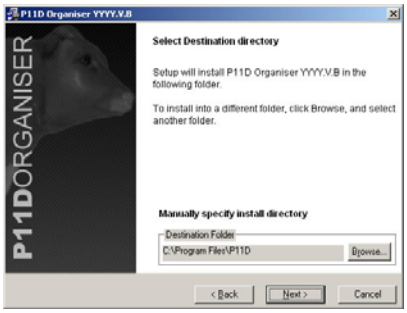


Fig.7 Select Destination Directory

Specify the path for the installation and then click the Next button.

6. The Start Installation Screen appears

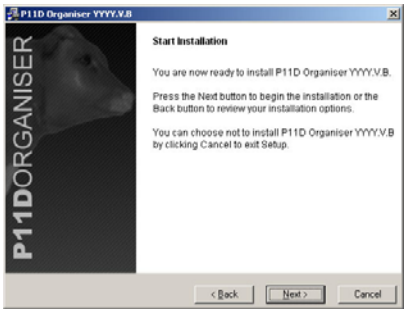

P11D Organiser YYYY.V.B
P11DORGANISER
Start Installation
You are now ready to install P11D Organiser YYYY.V.B.
Press the Next button to begin the installation or the Back button to review your installation options.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.8 Start Installation

Click the **[Next]** button.

7. The Finish Installation Screen appears.

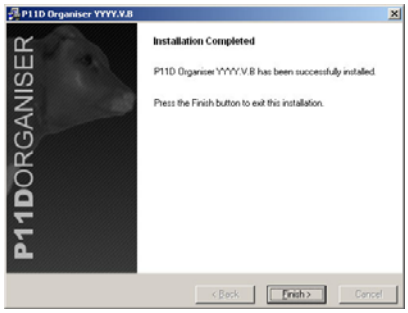


Fig.9 Finish Installation

Click the **[Finish]** button.

8. You are returned to the CD Browser Menu

HOME
FEATURES
TESTIMONIALS
INSTALL
CONTACT US
Let P11D Organiser put an end to your P11D nightmare...
The P11D Organiser is the most powerful, easy to use solution to the task of completing your company's P11D returns on the market.
Developed in partnerships with payroll HR and Fleet departments, P11D Organiser has been the leading electronic solution to completing expenses and benefits returns since 1997.
PAS's 96% client retention rate shows P11D Organiser to be trusted by every size of company from the youngest SME's to the most established multinationals.
INSTALL NOW
PLAY DEMONSTRATION NOW
EXIT

Fig.10 Exit CD Browser

Select the **[EXIT]** button on the bottom-right corner of the CD Browser Menu.

3.2 Perform a new local installation (Server)

1. The Welcome Screen appears

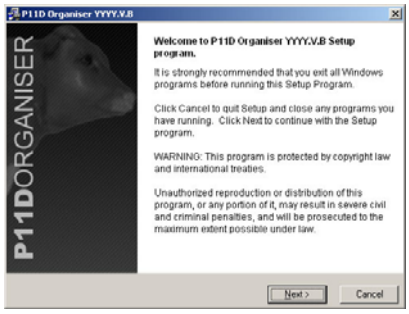

P11D Organiser YYYY.V.B
P11DORGANISER
Welcome to P11D Organiser YYYY.V.B Setup program.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Fig.1 Welcome

Click the **[Next]** button

2. The System Information Screen appears

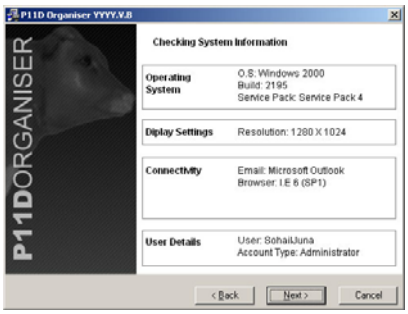


Fig.2 System Information

Review the information and click the **[Next]** button.

3. The Licence Agreement Screen appears

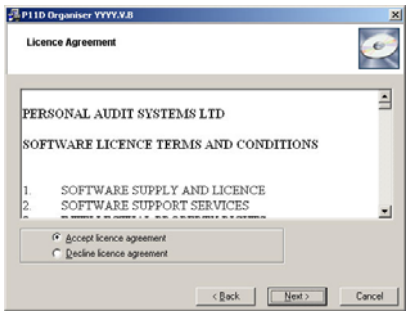


Fig.3 Licence Agreement

Check the [Accept] tab and click the **[Next]** button.

4. The Installation Options Screen appears

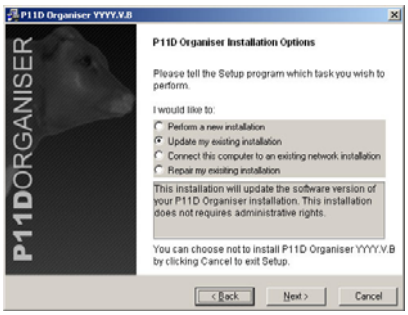

P11D Organiser YYYY.V.B
P11DORGANISER
P11D Organiser Installation Options
Please tell the Setup program which task you wish to perform.
I would like to:
Perform a new installation
Update my existing installation
Connect this computer to an existing network installation
Repair my existing installation
This installation will update the software version of your P11D Organiser installation. This installation does not requires administrative rights.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.4 Installation Options

Check the [Perform a New Installation] tab and click the **[Next]** button.

5. The Select Destination Directory Screen appears

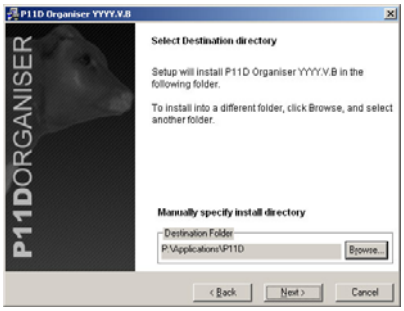


Fig.7 Select Destination Directory

Confirm or specify the path for the installation and then click the Next button.

6. The Start Installation Screen appears

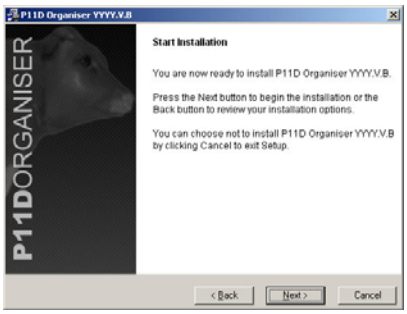

P11D Organiser YYYY.V.B
P11DORGANISER
Start Installation
You are now ready to install P11D Organiser YYYY.V.B.
Press the Next button to begin the installation or the Back button to review your installation options.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.8 Start Installation

Click the **[Next]** button.

7. The Finish Installation Screen appears.

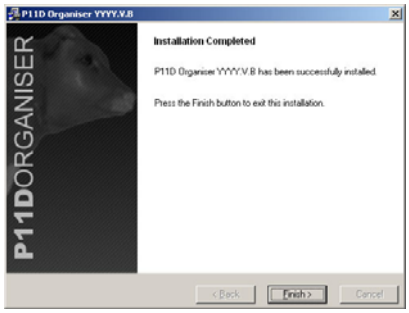


Fig.9 Finish Installation

Click the **[Finish]** button.

8. You are returned to the CD Browser Menu

HOME
FEATURES
TESTIMONIALS
INSTALL
CONTACT US
Let P11D Organiser put an end to your P11D nightmare...
The P11D Organiser is the most powerful, easy to use solution to the task of completing your company's P11D returns on the market.
Developed in partnerships with payroll HR and Fleet departments, P11D Organiser has been the leading electronic solution to completing expenses and benefits returns since 1997.
PAS's 96% client retention rate shows P11D Organiser to be trusted by every size of company from the youngest SME's to the most established multinationals.
INSTALL NOW
PLAY DEMONSTRATION NOW
pasLtd
P11DORGANISER

Fig.10 Exit CD Browser

Select the **[EXIT]** button on the bottom-right corner of the CD Browser Menu.

3.3 Connect a workstation to a networked installation

1. The Welcome Screen appears

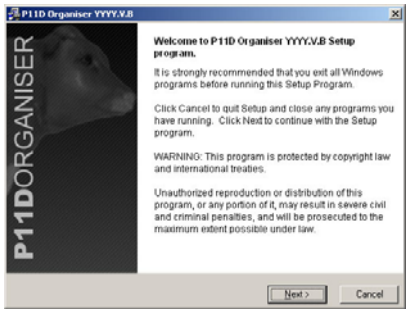

P11D Organiser YYYY.V.B
P11DORGANISER
Welcome to P11D Organiser YYYY.V.B Setup program.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Fig.1 Welcome

Click the **[Next]** button

2. The System Information Screen appears

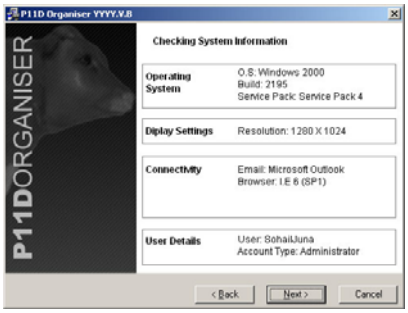


Fig.2 System Information

Review the information and click the **[Next]** button.

3. The Licence Agreement Screen appears

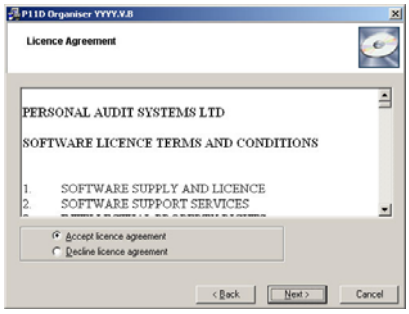


Fig.3 Licence Agreement

Check the [Accept] tab and click the **[Next]** button.

4. The Installation Options Screen appears

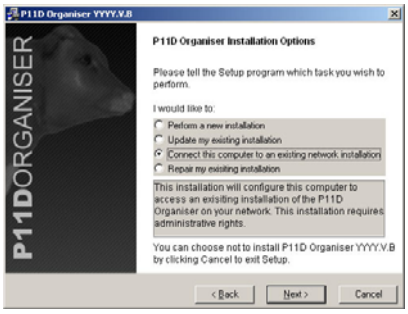

P11D Organiser YYYY.V.B
P11DORGANISER
P11D Organiser Installation Options
Please tell the Setup program which task you wish to perform.
I would like to:
Perform a new installation
Update my existing installation
Connect this computer to an existing network installation
Repair my existing installation
This installation will configure this computer to access an exisiting installation of the P11D Organiser on your network. This installation requires administrative rights.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.4 Installation Options

Check the "Connect this computer to an existing networked installation" tab and click the **[Next]** button.

5A. Searching for Existing Installations

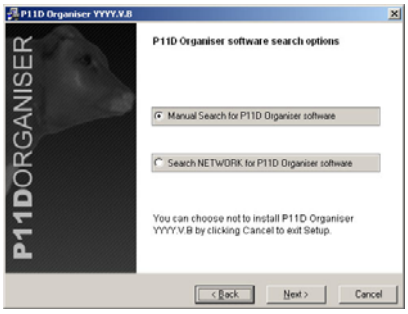

P11D Organiser YYYY.V.B
P11D ORGANISER
P11D Organiser software search options
Manual Search for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

If you are unsure of where your installation in located, you can use the "Search NETWORK Drive" option. Please wait while Setup searches your network drive(s) for installations of P11D Organiser

5B. Searching for Existing Installations

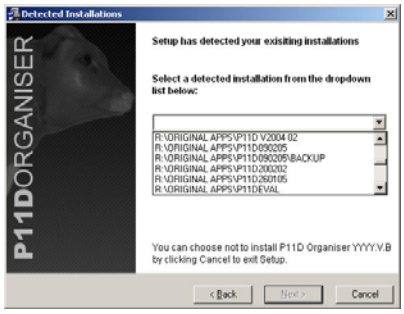

Detected Installations
P11D ORGANISER
Setup has detected your exisiting installations
Select a detected installation from the dropdown list below:
R:\ORIGINAL APPS\P11D V2004.02
R:\ORIGINAL APPS\P11D090205
R:\ORIGINAL APPS\P11D090205\BACKUP
R:\ORIGINAL APPS\P11D200202
R:\ORIGINAL APPS\P11D260705
R:\ORIGINAL APPS\P11DEVAL
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.6 Select Network Install to Update

Once Setup has finished searching, you will need to specify which installation you wish to update by selecting the appropriate installation from the drop-down menu. **Now proceed to step 6**

5C. Searching for Existing Installations

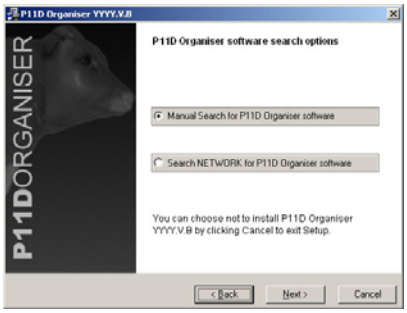

P11D Organiser YYYY.V.B
P11D ORGANISER
P11D Organiser software search options
Manual Search for P11D Organiser software
Search NETWORK for P11D Organiser software
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.5 Installation Search Options

Alternatively, if you know where your software is located, you can select the "Manual Search" option to specify the location of the installation that you want to update.

6. The Select Destination Directory Screen appears

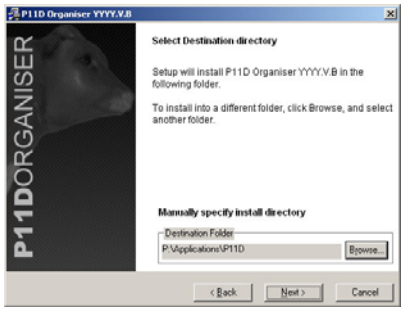


Fig.7 Select Destination Directory

Confirm or specify the path for the installation that you are updating and then click the Next button.

7. The Amyuni PDF Driver Screen appears.

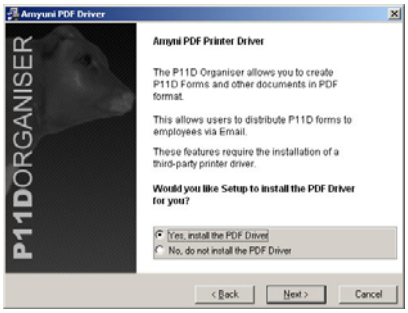

Amyuni PDF Driver
P11DORGANISER
Amyuni PDF Printer Driver
The P11D Organiser allows you to create P11D Forms and other documents in PDF format.
This allows users to distribute P11D forms to employees via Email.
These features require the installation of a third-party printer driver.
Would you like Setup to install the PDF Driver for you?
Yes, install the PDF Driver
No, do not install the PDF Driver
< Back
Next >
Cancel

Fig.8 Amyuni PDF Driver

Check the "Yes, install the PDF Driver" tab and click the **[Next]** button.

8. The Start Installation Screen appears

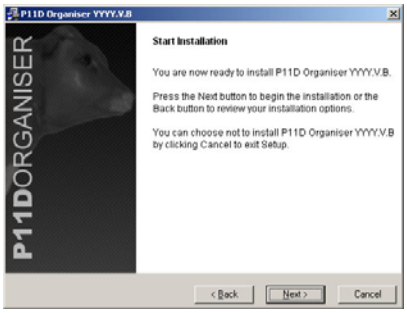

P11D Organiser YYYY.V.B
P11DORGANISER
Start Installation
You are now ready to install P11D Organiser YYYY.V.B.
Press the Next button to begin the installation or the Back button to review your installation options.
You can choose not to install P11D Organiser YYYY.V.B by clicking Cancel to exit Setup.
< Back
Next >
Cancel

Fig.9 Start Installation

Click the **[Next]** button.

.

9. The Finish Installation Screen appears.

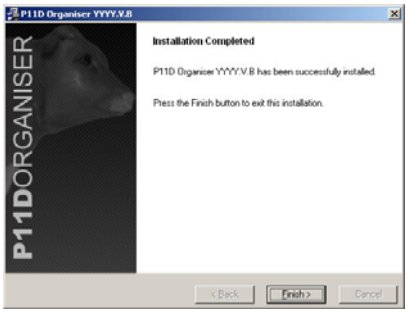


Fig.10 Finish Installation

Click the **[Finish]** button.

10. You are returned to the CD Browser Menu

HOME
FEATURES
TESTIMONIALS
INSTALL
CONTACT US
Let P11D Organiser put an end to your P11D nightmare...
The P11D Organiser is the most powerful, easy to use solution to the task of completing your company's P11D returns on the market.
Developed in partnerships with payroll HR and Fleet departments, P11D Organiser has been the leading electronic solution to completing expenses and benefits returns since 1997.
PAS's 96% client retention rate shows P11D Organiser to be trusted by every size of company from the youngest SME's to the most established multinationals.
INSTALL NOW
PLAY DEMONSTRATION NOW
P11DORGANISER

Fig.11 Exit CD Browser

Select the **[EXIT]** button on the bottom-right corner of the CD Browser Menu.

4 Software Registration

When you load the P11D Organiser software for the first time you will be presented with the Software Registration screen.

4.1 Why do I need to register my software?

We also use the registration information collected within the Software Registration for the following purposes:

- **Company Information** – We know which companies are using our software.
- **Version Control** – We know which customer is operating on which versions of the software.
- **Contact information** – If we need to get in touch, we can use the details entered here.
- **Product Support** – We receive information regarding the settings which you have used for our software, so we can provide you with faster and better support.
- **Backup Support** – Upon registration, an account is created on our FTP servers, which are available for your backup purposes, if required.

4.2 Questions About Software Registration

I have a networked installation – do all users need to register the software?

No, only the user who is the first person to load the P11D Organiser will be required to enter software registration information. After the procedure is completed once, other users will not be asked for registration information.

Can I edit the information entered here at a later date?

Yes, once logged into the software, users can access the Software Registration page from the File Menu at any time and enter updated registration information.

4.3 Registering your software

Step 1 – Return to your Windows desktop and find the **[P11D Organiser]** folder which has been installed on your desktop

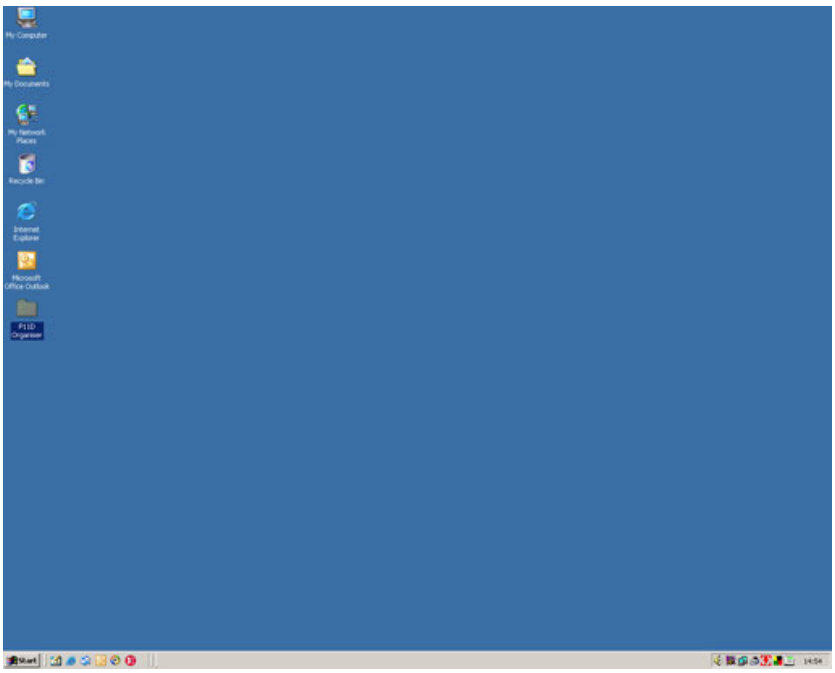


Fig.1. Desktop

Step 2 - Double-click on the [P11D Organiser] folder and you will be displayed with three shortcut items

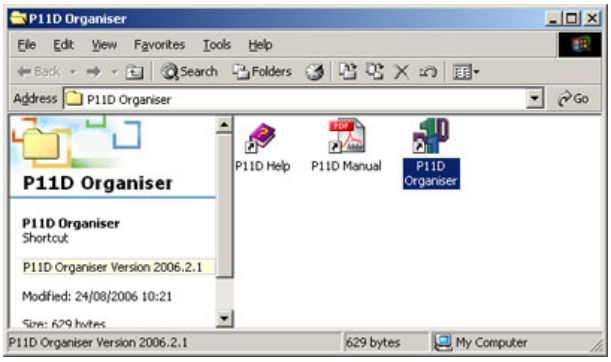


Fig.2. P11D Organiser shortcuts

Double-click on the shortcut labelled **[P11D Organiser]**, which will load the P11D Organiser software.

Step 3 – When the software loads for the first time, you will be presented with the Software Registration screen, as illustrated in Fig.3 below.

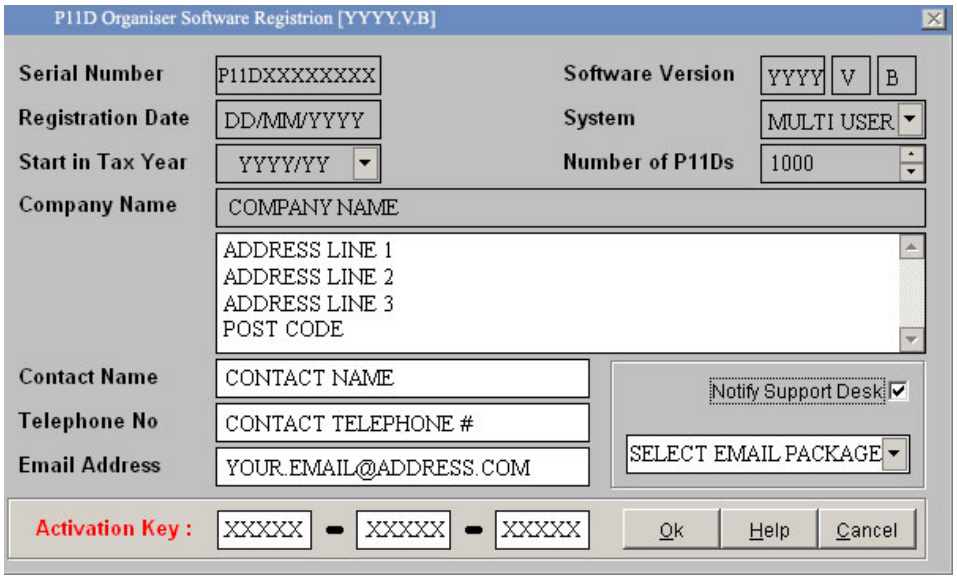


Fig.3. Software Registration

In order to complete this form you need to enter the following details **exactly as they appear on the registration letter or e-mail that you have received from your software supplier**.

- **Serial number** of the software as shown on the accompanying letter
- **Registration Date** Please enter the date shown on the accompanying letter
- **System** Single User/ Multi User as indicated on your accompanying letter
- **Start in Tax Year** Choose the starting Tax Year as shown on your accompanying letter
- **Number of P11Ds** records you wish to store on the system as indicated on your accompanying letter
- **Company Name & Address** Enter the Company Name as indicated on your accompanying letter. The address fields are not sensitive
- **Contact Name & Telephone Number**
- **Email** Select your Email package
- **Notify Support Desk** By checking this box an automatic Email will be sent to the Support Desk verifying your registration details
- **Activation Key** Your Activation key is dependent on all of the above details being entered exactly as they appear on the accompanying documentation to the software.

Press the **[OK]** button to submit the Registration Details.

Step 4 – When the Registration Information has been submitted, the P11D Organiser will attempt to send an automated e-mail to the P11D Organiser Support desk on your behalf.

You may receive messages as depicted in Fig.3 and Fig.4 below.

Fig.4. Select Outlook Profile

If you receive this message, please click the **[OK]** button to use your default mail profile.

Microsoft Office Outlook
A program is trying to automatically send e-mail on your behalf.
Do you want to allow this?
If this is unexpected, it may be a virus and you should choose "No".
Yes
No
Help

Fig.5. Outlook Security Warning

If you receive this message, please click the **[Yes]** button to allow the P11D Organiser to send your registration information on your behalf.

Step 5 – You are now presented with the Logon Screen. Note that certain elements of your registration details are displayed here.

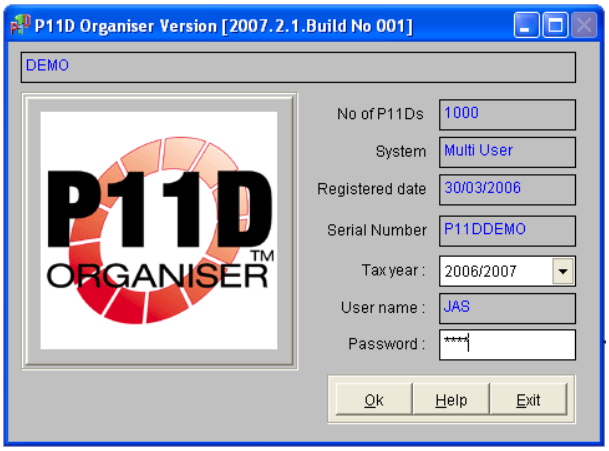


Fig.6. Logon Screen

4.4 Registering Your Software Electronically (Advanced Functionality)

To save time, you are now able to register your software automatically by using a registration file that is sent to you by your software provider.

Step 1 – Locate and open the email sent to you from your software provider regarding your registration details.

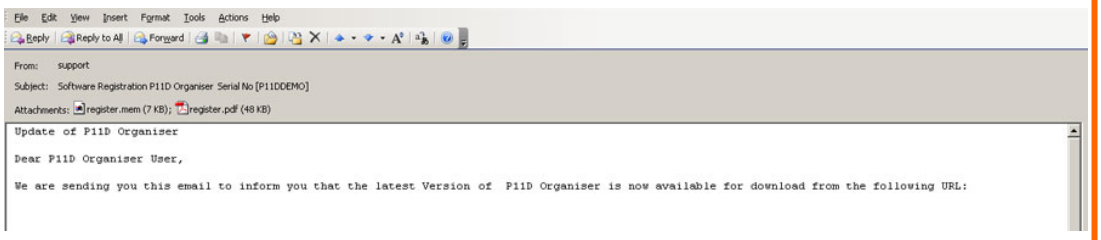

File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: support
Subject: Software Registration P11D Organiser Serial No [P11DDEMO]
Attachments: register.mem (7 KB); register.pdf (48 KB)
Update of P11D Organiser
Dear P11D Organiser User,
We are sending you this email to inform you that the latest Version of P11D Organiser is now available for download from the following URL:

Fig.7. Registration Email

Notice that the e-mail has two attachments, one of which is named **register.mem**

Step 2 – Right-click on the attachment **register.mem** and choose the option **Save As**.

A Save Attachment dialogue will open. (See Fig.8.)

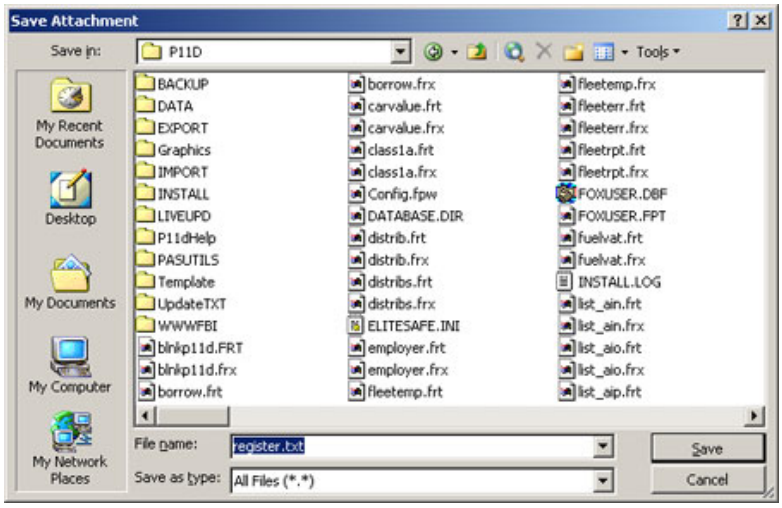


Fig. 8 Save As Attachment

Rename the File Name field from register.mem to register.txt

Navigate to the location of your P11D Organiser installation folder & open the suibfolder within called DATA.

Press the **[Save]** button

Step 3 – Return to your Windows desktop and find the **[P11D Organiser]** folder which has been installed on your desktop

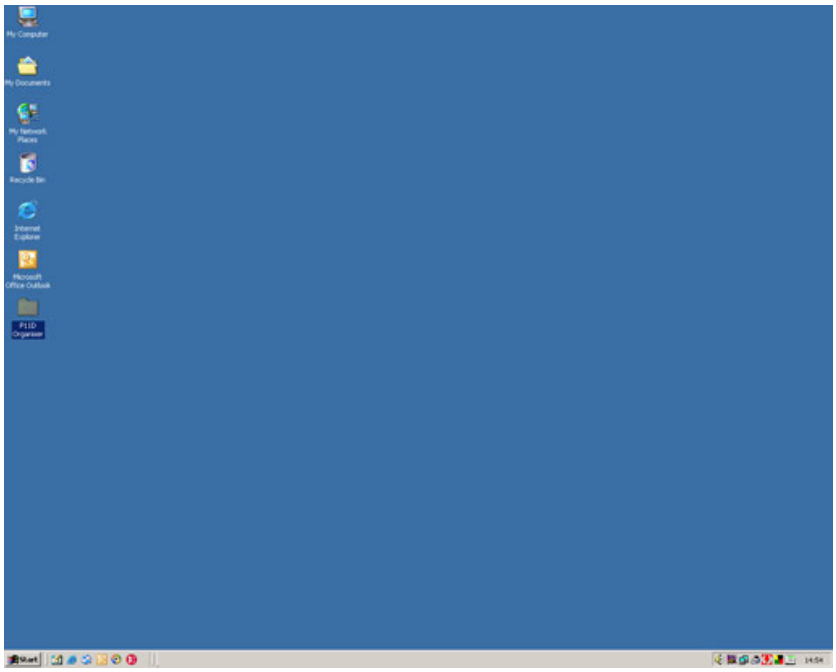


Fig.1. Desktop

Step 4 - Double-click on the [P11D Organiser] folder and you will be displayed with three shortcut items

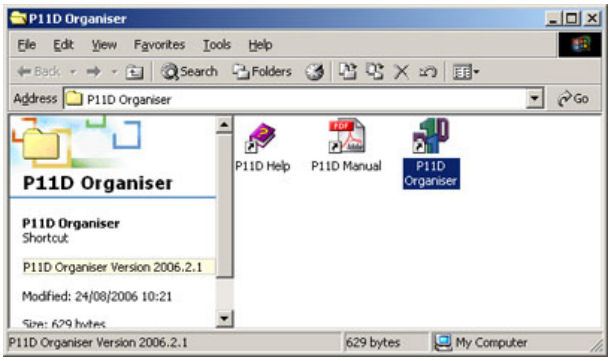


Fig.2. P11D Organiser shortcuts

Double-click on the shortcut labelled **[P11D Organiser]**, which will load the P11D Organiser software.

Step 5 – When you run the P11D Organiser. You will prompted to accept the changes made by the electronic registration.

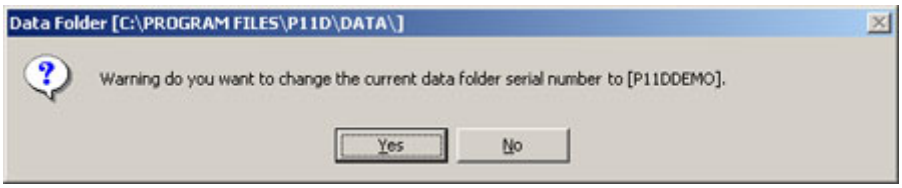

Data Folder [C:\PROGRAM FILES\P11D\DATA\]
Warning do you want to change the current data folder serial number to [P11DDEMO].
Yes
No

Fig.7. Accept registration changes

Click the [Yes] button to accept the changes

Step 6 – You are now presented with the Logon Screen. Note that certain elements of your registration details are displayed here.

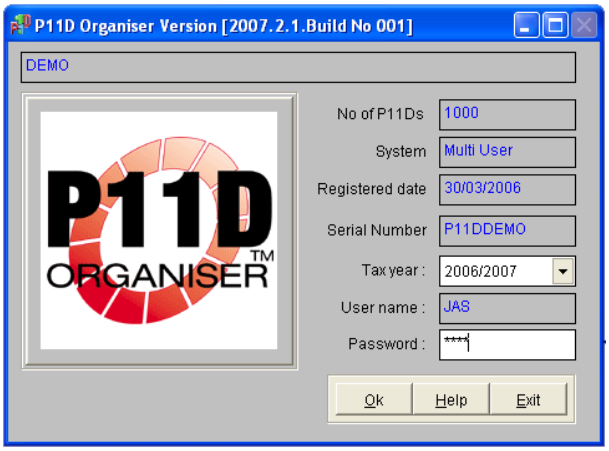


Fig.6. Logon Screen

5 Connect to payroll systems

5.1 What is Connect to Payroll?

Connect to Payroll provides the opportunity to import all of your employee information from a supported third-party payroll solution into the P11D Organiser.

Once connected, you also have the functionality to keep the employee information stored in your payroll product in sync with the information stored within the P11D Organiser.

5.2 Why would I need this function?

This function offers an easy and precise method to manage and update employee information.

As an alternative to manually creating the employee information within the P11D Organiser, you can automatically create these records from the information stored within your payroll package.

As time goes on, amendments will need to be made to the information on your payroll package. Rather than duplicating these changes, the Connect to Payroll function means that by simply pushing a button, the changes made within your payroll product are automatically passed through into your P11D Organiser.

5.3 Which Payroll systems can I use?

The P11D Organiser contains routines that can connect to any of the payroll products offered by the providers within our Partner Program.

Pegasus Opera II Payroll System

Pegasus Opera Payroll System

Pegasus Capital Gold Payroll System

Intex Earnie 32 Payroll System

Ceridian Tiger Payroll System

SAFE Payroll System

5.4 Using Connect to Payroll

The Connect to Payroll screen is displayed when you first log into the P11D Organiser.

You can return to this screen at any time from the Employer List Screen by clicking on the icon

Step 1 – The Connect to Payroll screen appears. Select the Payroll Product that you wish to connect to from the **[Connect To]** drop-down menu

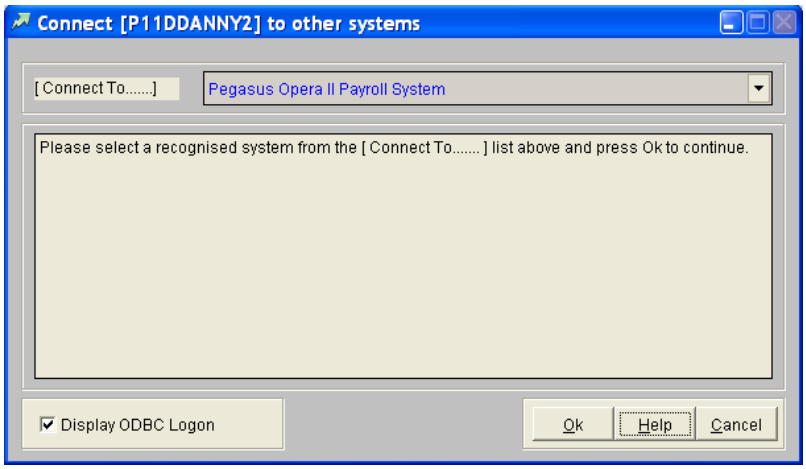

Connect [P11DDANNY2] to other systems
[Connect To.....]
Pegasus Opera II Payroll System
Please select a recognised system from the [Connect To.....] list above and press Ok to continue.
Display ODBC Logon
Ok
Help
Cancel

Fig.1. Select Payroll Product

Step 2 – We now need to specify the location of the Payroll Product that you wish to connect to.

Click on the X icon next to the **[System Folder]** field. This will load a Windows Browse dialogue screen. (See Fig.2. below)

Using the Browse dialogue screen, you should navigate to the location of the corresponding **Signature File** for the Payroll Product that you wish to connect to. (See Table 1 below)

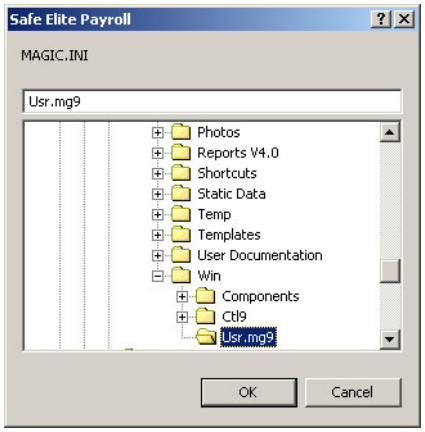


Fig.2. Windows Browse Dialogue Screen

Once you are satisfied with the selected path, click the **[OK]** button

Payroll Product	Signature File	Located In
Safe Elite Payroll	MAGIC.INI	\SAFE\LIVE\WIN\USR.MG9\
Pegasus Opera Payroll	SEQCO.DBF	\OPERA\SYSTEM\
Pegasus Opera II Payroll	SYSTEM.DBC	\OPERA II\SYSTEM\
Pegasus Capital Gold Payroll	E32-SYS.MDB	\CAPGOLD\
Intex Earnie 32 Payroll	E32-SYS.MBD	\EARNIE32\
Ceridian Tiger Payroll	CPS.EXE	\CERIDIAN PAYROLL SOLUTION\

Table 1 Signature Files

Step 3 – Now you can confirm that you have selected the appropriate Payroll Product in the **Connect To** field, and you have the correct path in the **System Folder** field.

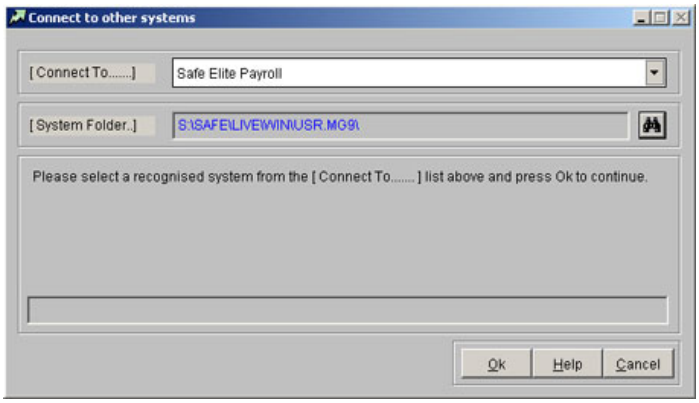


Fig.3. Select Payroll Product

Once you are satisfied you should click the **[OK]** button to proceed

Step 4 – You are now presented with a screen which allows you to select which payrolls you wish to import from your Payroll Product.

Either tick the boxes next to the desired payroll(s) that you wish to import, or you can tick the **Add all new payroll** tick box, located on the bottom-left corner of the screen, in order to import all detected payrolls within your Payroll Product.

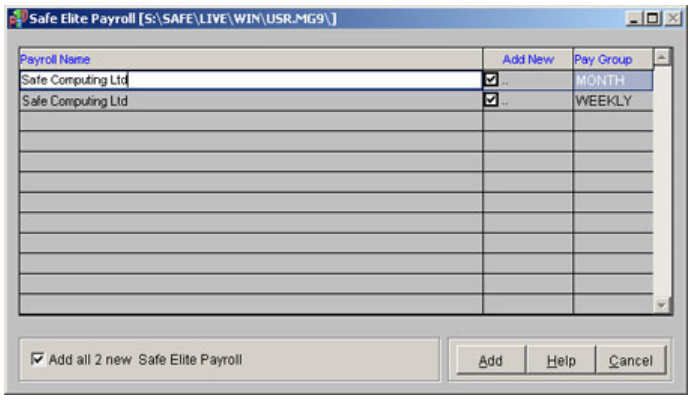


Fig.4. Select Payroll(s) to Import

Once you are satisfied you should click the **[OK]** button to proceed

NB – Importing Specific Pay Groups

Most Payroll Products will store **Pay Group** information. As illustrated above, our Connect to Payroll routine gives you the opportunity to only import employees from specific Pay Groups within a single PAYE reference.

For example, if you know that all employees within the Weekly Pay Group do not receive benefits expenses, you may well choose to only import the employees from the Monthly Pay Group

Step 5 – You are now presented with a dialogue box which asks you to confirm that you wish to add the selected payrolls from the specified Payroll Product.

Selecting the [Yes] option will begin the import of the specified payroll(s) into the P11D Organiser.

Fig.5. Confirm add new Payroll(s)

Click the **[Yes]** button to proceed, or the **[No]** button to cancel

Step 6 – Please be patient whilst the P11D Organiser imports information from your selected Payroll Product.

Once the import is complete, you will be presented with a summary of the information that has been imported from your Payroll Product.

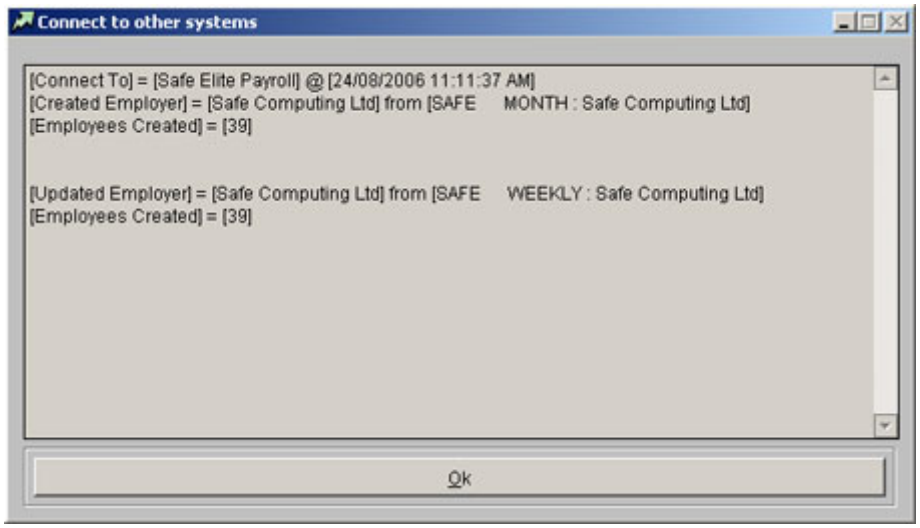

Connect to other systems
[Connect To] = [Safe Elite Payroll] @ [24/08/2006 11:11:37 AM]
[Created Employer] = [Safe Computing Ltd] from [SAFE MONTH : Safe Computing Ltd]
[Employees Created] = [39]
[Updated Employer] = [Safe Computing Ltd] from [SAFE WEEKLY : Safe Computing Ltd]
[Employees Created] = [39]
Ok

Fig.6. Connect to Payroll Summary

Click the **[OK]** button to proceed

5.5 Updating Information

You may wish to periodically update the information that you have imported from your Payroll Product into the P11D Organiser.

The Update function allows to ensure that any changes made to the employee records within your Payroll Product are reflected within your P11D Organiser

Step 1 – From the employer screen, Select the Connect to Payroll icon. You will then be presented with the Connect to Payroll screen

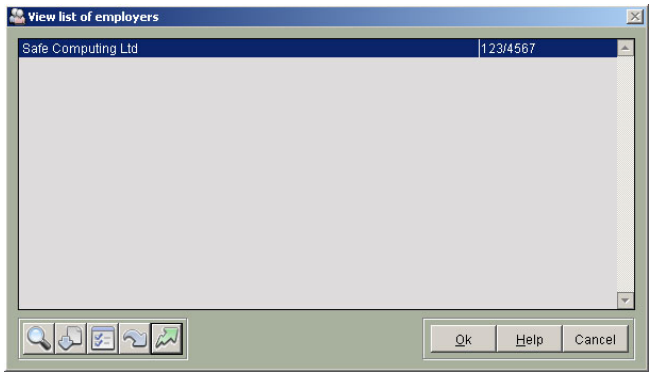


Fig.7. Employer Screen

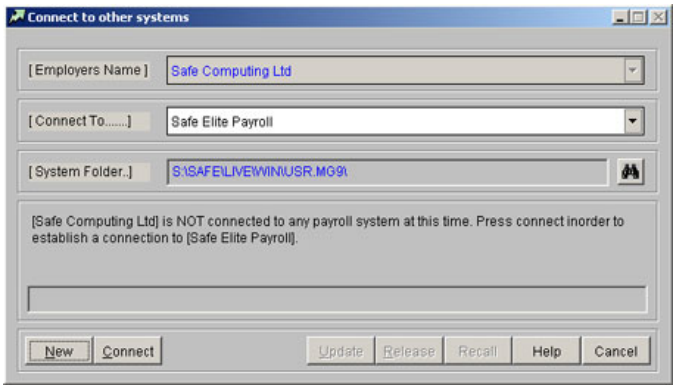


Fig.8. Connect to Payroll Screen

Step 2 – At this point you may notice that the **[Update]**, **[Release]** and **[Recall]** functions are greyed out. This is because your PAYE reference(s) are **not yet connected** to the payroll records within your Payroll Product.

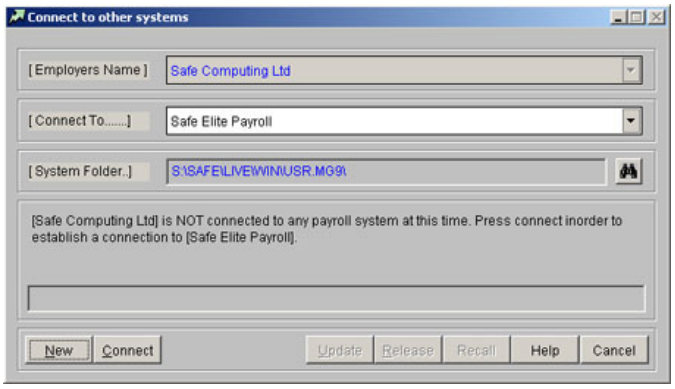


Fig.8. Connect to Payroll Screen

From the Connect to Payroll screen illustrated in Fig.8 above, select the Employer that you wish to connect from the **[Employer Name]** field.

Then select the appropriate Payroll Product that you wish to link your Employer record to in the **[Connect To]** field.

Then click the **[Connect]** button

Step 3 – From the Connect Employer screen illustrated in Fig.9 below, select the Pay Group(s) that you wish to connect to your Employer record within the P11D Organiser software.

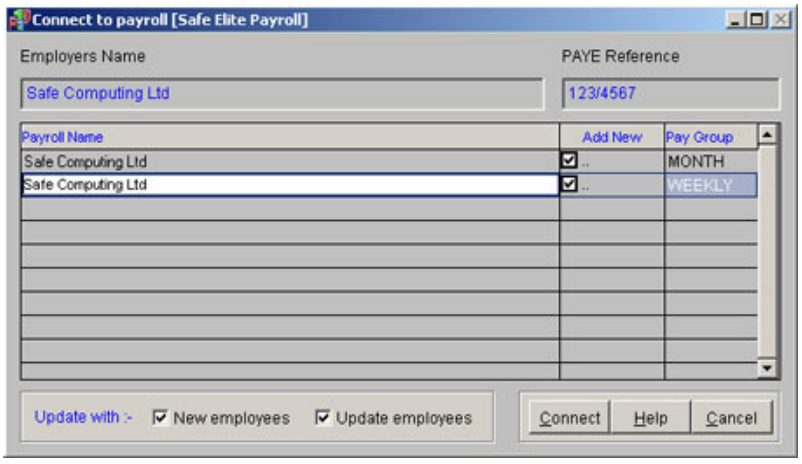


Fig.9. Connect Employer Screen

You can also specify whether you wish to transfer information on **New employees** records and/or whether you wish to **update employee** records between your payroll and P11D Organiser software packages by ticking the appropriate boxes.

Then click the **[Connect]** button

Step 4 – You are now presented with a dialogue box which asks you to confirm that you wish to connect the selected payrolls from the specified Payroll Product to the specified employer record.

Connect to payroll [Safe Elite Payroll]
Do you want to connect [Safe Computing Ltd : MONTH,Safe Computing Ltd : WEEKLY] to the P11D employer [Safe Computing Ltd] ?
Yes
No

Fig.10. Confirm Connect Payroll(s)

Click the **[Yes]** button to proceed, or the **[No]** button to cancel.

Step 5 – You are now returned to the Connect To Payroll Screen.

You will notice that in Fig.11 below, a message is displayed indicating that the Employer record displayed in the Employers Name field is connected.

The **[Update]**, **[Release]** and **[Recall]** functions are now available.

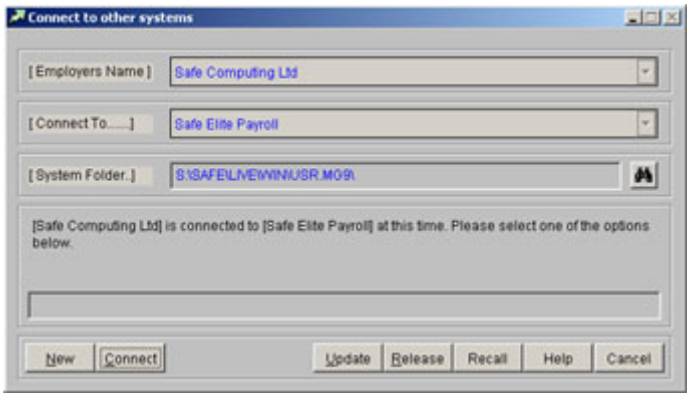


Fig.11. Connect To Payroll screen

You may now click the [Update] button

Step 6 – You are now presented with a dialogue box which asks you to confirm that you wish to update the selected payrolls from the specified Payroll Product to the specified employer record.

Data Folder [C:\PROGRAM FILES\P11D\DATA\] Tax Year [2006/2007]
Do you want to update P11D employer [Safe Computing Ltd] from [Safe Computing Ltd : MONTH,Safe Computing Ltd : WEEKLY] c?
Yes
No

Fig.11. Confirm Update Payroll(s)

Click the **[Yes]** button to proceed, or the **[No]** button to cancel.

Step 6 – Please be patient whilst the P11D Organiser updates information from your selected Payroll Product.

Once the import is complete, you will be presented with a summary of the information that has been updated from your Payroll Product.

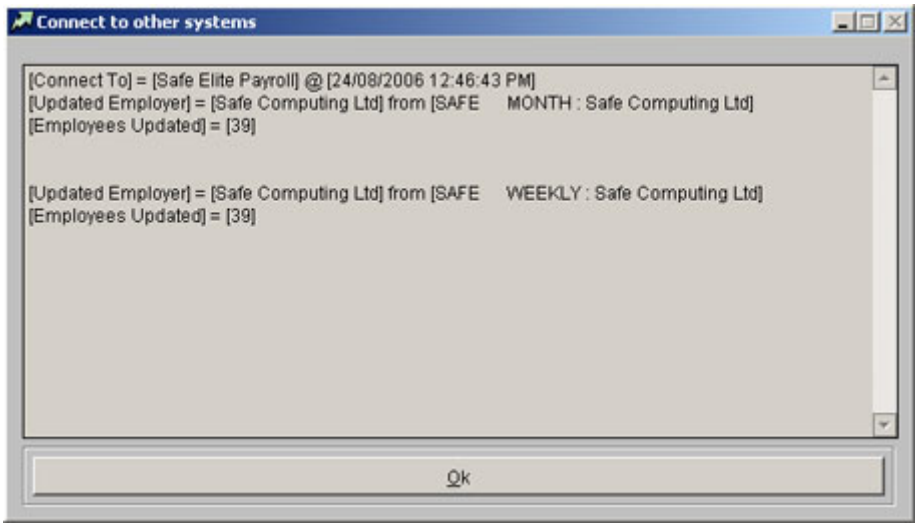

Connect to other systems
[Connect To] = [Safe Elite Payroll] @ [24/08/2006 12:46:43 PM]
[Updated Employer] = [Safe Computing Ltd] from [SAFE MONTH : Safe Computing Ltd]
[Employees Updated] = [39]
[Updated Employer] = [Safe Computing Ltd] from [SAFE WEEKLY : Safe Computing Ltd]
[Employees Updated] = [39]
Ok

Fig.12. Update Payroll Summary

Click the **[OK]** button to proceed

5.6 Release Payroll

At any point you may release a previously connected company. You will need to do this if you want to link a company with another payroll system.

Step 1 – From the employer screen, Select the Connect to Payroll icon. You will then be presented with the Connect to Payroll screen

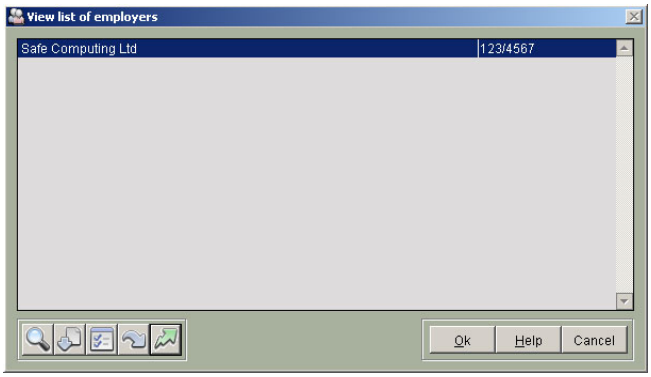


Fig.7. Employer Screen

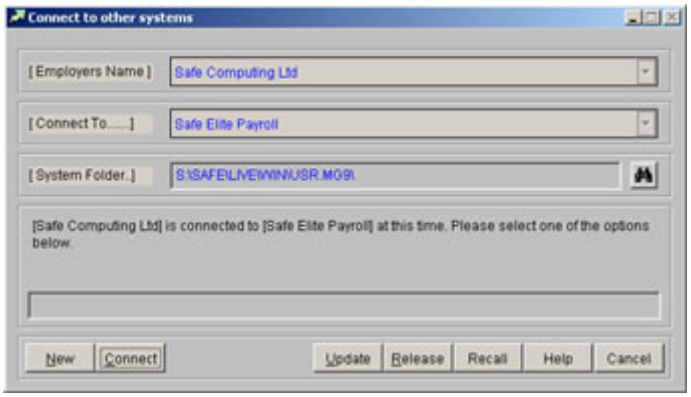


Fig.11. Connect To Payroll screen

You may now press the **[Release]** button

Step 2 – You are now presented with a dialogue box which asks you to confirm that you wish to release the selected payrolls from the specified Payroll Product from the specified employer record.

Data Folder [C:\PROGRAM FILES\P11D\DATA\] Tax Year [2006/2007]
Do you want to release [Safe Computing Ltd : MONTH,Safe Computing Ltd : WEEKLY] connection to the P11D employer [Safe Computing Ltd] ?
Yes
No

Fig.12. Confirm Release Payroll(s)

Click the **[Yes]** button to proceed, or the **[No]** button to cancel.

5.7 Recall Deleted Employees

When an employee record that has been transferred via the Connect To Payroll function is deleted within the P11D Organiser, this employee is marked in order to prevent this employee from being imported when you update the connection between your Payroll Product and P11D Organiser software.

If your circumstances change, you may wish to Recall certain employees that were previously deleted and blocked from being transferred.

Step 1 – From the employer screen, Select the Connect to Payroll icon. You will then be presented with the Connect to Payroll screen

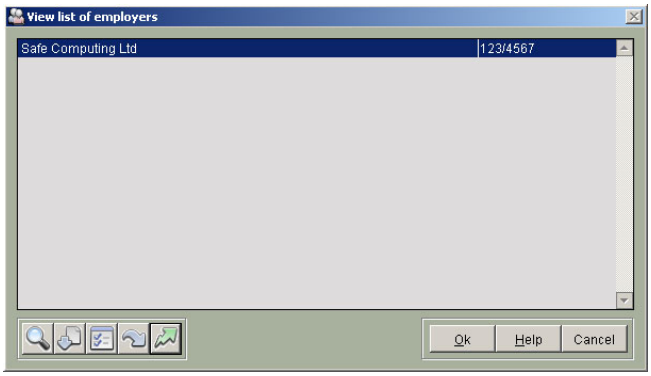


Fig.7. Employer Screen

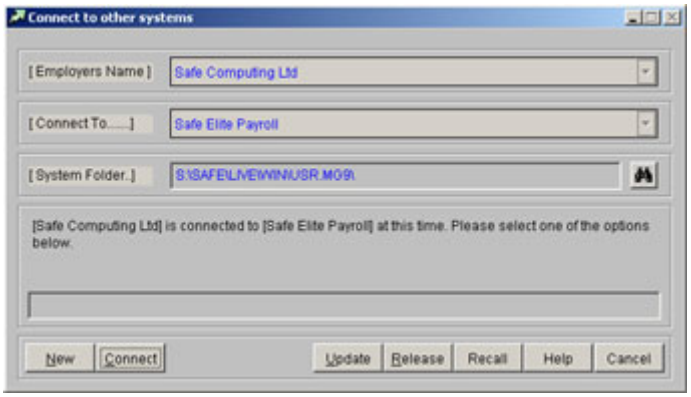


Fig.11. Connect To Payroll screen

You may now press the **[Recall]** button

Step 2 – You will be presented with a list of employees that have been deleted within the P11D Organiser and are blocked from being imported again.

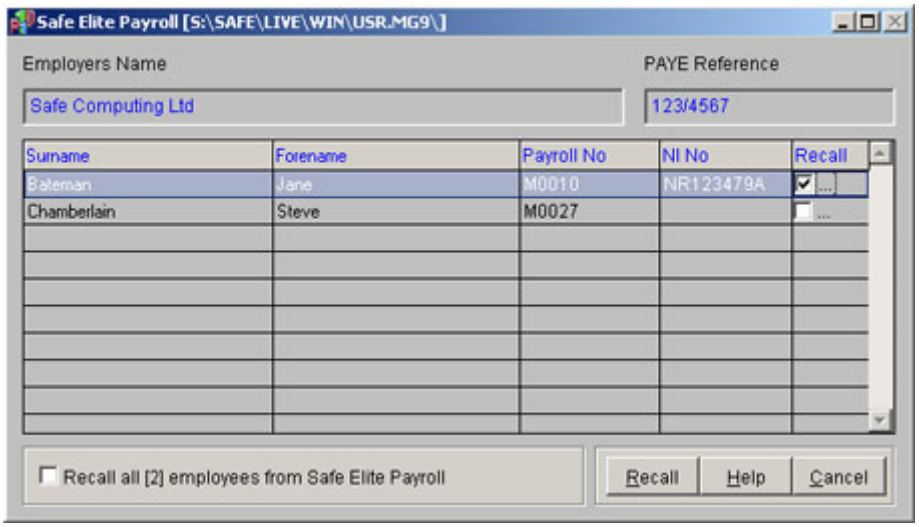


Fig.13. Recall Deleted Employee(s)

You can now select the employee(s) that you wish to recall into your P11D Organiser software.

You can choose individual employees, or select to recall all delted employees by clicking the checkbox [Recall all employees] from the bottom-left corner of the screen.

Click the **[Recall]** button to proceed

Step 3 – You are now presented with a dialogue box which asks you to confirm that you wish to recall the selected employee(s) from the specified Payroll Product.

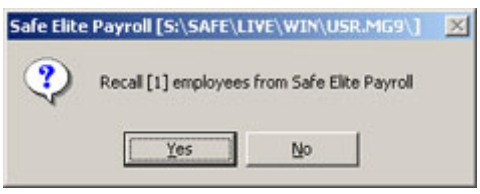


Fig.14. Confirm Recall Employee(s)

Click the **[Yes]** button to proceed, or the **[No]** button to cancel.

Step 4 – Please be patient whilst the P11D Organiser recalls information from your selected Payroll Product.

Once the import is complete, you will be presented with a summary of the information that has been recalled from your Payroll Product.

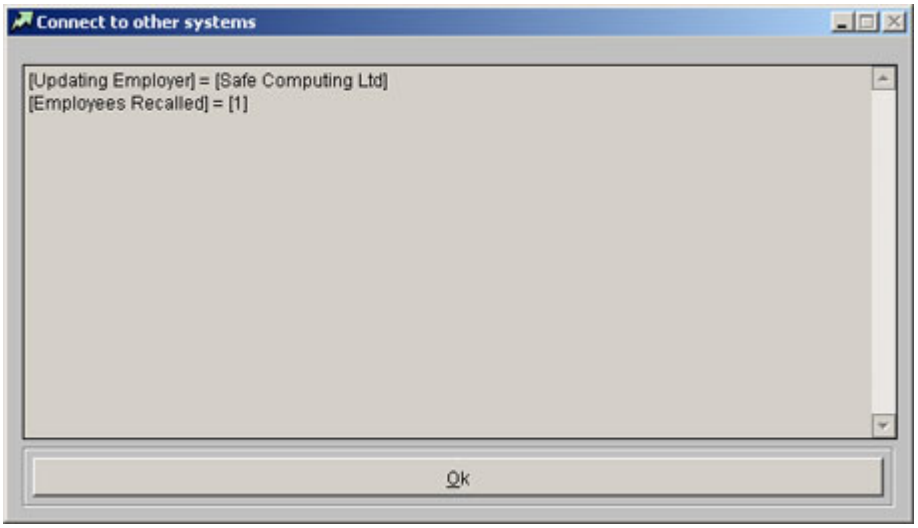
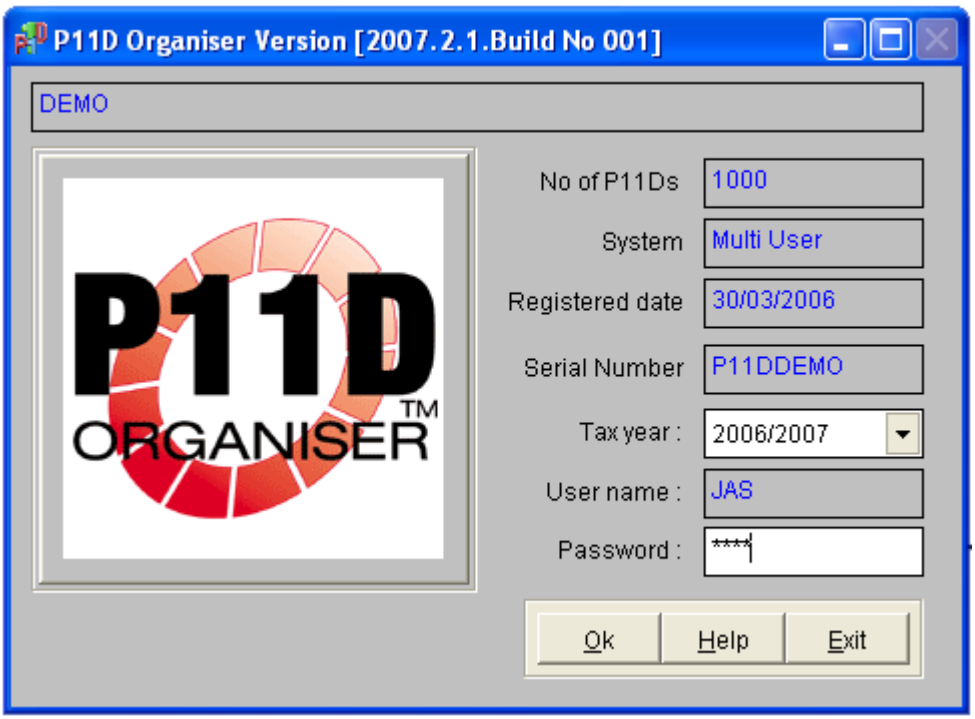


Fig.15. Recall Employee Summary

Click the **[OK]** button to proceed

6 Getting Started

6.1 System access



Upon starting the system you are presented with the logon screen. This screen displays your licence information as entered on the Software Registration Screen.

On this screen you can also select your tax year and enter your password to enter the system. In Version 20XX.2 of the software you can enter the new tax year by selecting it from the Dropdown Tax Year & logging on as normal.

NB - FOR ADVANCED USERS ONLY You can change the location of your data folder by double-clicking on the P11D Organiser logo. You can then browse for an alternative path to another P11D Organiser DATA Folder.

6.1.1 Tax year

The system displays the Tax Year that was selected from the Log-on screen with the relevant from and to dates. Clicking into the drop-down Tax year selector and making a selection can change the displayed Tax Year. **NB** Please note that when selecting your tax year from this screen you cannot subsequently move forwards into another tax year from within the system.

6.1.2 Password

Enter the password you have chosen on the Change Password screen & and click on the OK button to continue. If you have forgotten your password, please contact your vendor with all of the details shown on the above screen.

6.1.3 OK

Having entered your user defined password click the OK button to submit your password and logon to the system.

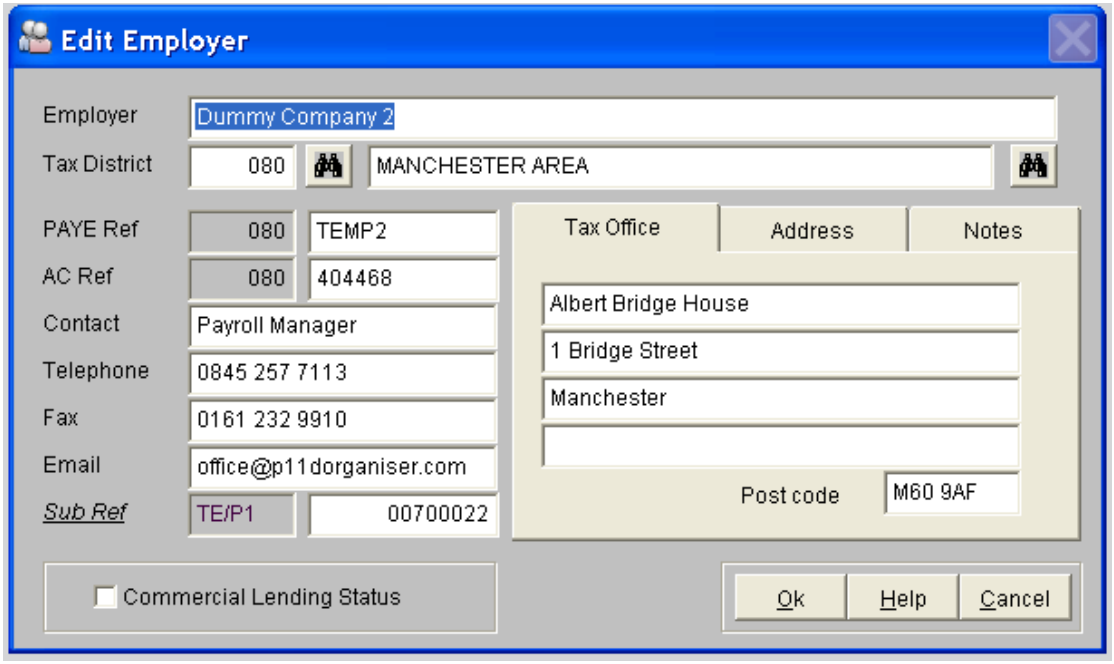
6.1.4 Help

Clicking the Help button will launch the systems help files and provide on-line help.

6.1.5 Exit

Selecting the Exit button will cancel the logon and close down the P11D Organiser.

6.2 Add / Edit Employer



When you access P11D Organiser for the first time, the system automatically takes you to the "*Add Employer"* screen. For your convenience your Software Registration details are brought through here.

This screen also appears when you are adding a new employer into the system.

These details can be edited at any time by clicking on the "*Edit*" button on the View Employers Screen.

The following is a brief description of each field of the '*Add Employer'* screen:

6.2.1 Employer

Add or edit the employer's name here.

6.2.2 Tax District

Clicking the browse (binocular) icon will allow you to select a Tax District by reference number from a list. Clicking the same icon next to the larger Tax District box will allow you to select a Tax District by name. You can also manually input a Tax District address or modify an existing one from the list.

6.2.3 PAYE reference

Ensure that the correct PAYE tax office reference number is entered. This can be found on any correspondence you have received from the tax office. Do not confuse this number with

the accounts reference number.

6.2.4 Accounts Office Reference

Enter your Accounts Office Reference Number here. This number appears on your P11Db Class 1A NIC summary form for the year

6.2.5 Contact

Enter the name of the person who will be dealing with enquires here. This contact name is used in many of the systems reports.

6.2.6 Telephone

Enter the telephone number of the main employer contact here. This person's name and telephone number will appear on certain reports, which will be submitted, to employees and the Inland Revenue.

6.2.7 Fax

Enter the Fax number of the main employer contact here.

6.2.8 Email

Enter the Email address of the company's contact here. Generally this field should be left blank UNLESS you are acting as a bureau or agent for a company. This is because this Email address will be the default address to whom all Emails will be sent to if an employee doesn't have an email address in their Employee Record. (See also Paragraph 0)

6.2.9 Submission reference & Scheme Number

If the employer has an agreement with Inland Revenue to forward data via Magnetic Media, a unique submission reference number will have been issued. Enter this reference number in the White field. This number will appear in the electronic reporting procedures.

If you need to send more than one submission on the same reference number from physically different systems you would need to enter the number of subreturns in the grey box. Here. To achieve this you will have to double click on the label marked "*Sub Ref*" & enter the number of volumes that you wish to be created in the grey box. (Generally not used)(See Also Paragraph 21).

6.2.10 Commercial Lending Status

Check this box ONLY if you are a Commercial Lender

6.2.11 Tax Office Address

If your tax office appears in the list provided, then the tax office address appears here. However if the address details are incorrect, then enter the correct details here.

6.2.12 Address

Enter the Employer address here.

6.2.13 Notes

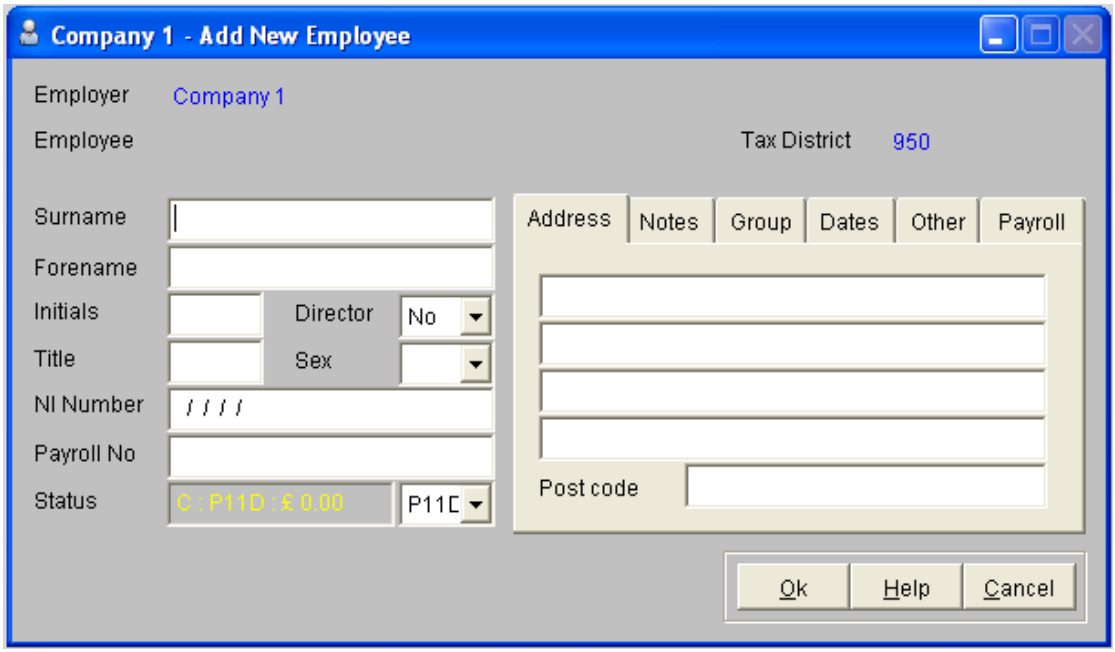
Employer notes can be made here.

Once all the employers details have been entered click the "*OK*" button to save the details. If this is a new company then you are asked if you want top add employees now?

By clicking on "*Yes*" you are presented with the Add/Edit Employees screen where you can start to input Employee details. If you wish to import data, click on "*No*" & go to the "*File*" Menu on the Title Bar & select "Import Wizard ".

Having added an Employer record, any of the details entered can be subsequently changed / edited by selecting the 'Edit Employer' Icon

6.3 Add / Edit Employee



Here you can input the details of a new employee. The following is a brief description of each section of the 'Add New Employee' screen.

6.3.1 Surname

Enter the surname of the new employee here

6.3.2 Forename

Enter the forename of the new employee here

6.3.3 Initials

Enter the new employee's initials here

6.3.4 Director

Select Yes or No as to whether the new employee is a director or not.

6.3.5 Title

Enter the title of the new employee here i.e. Mr, Miss, Mrs

6.3.6 Sex

Select M or F to record the sex of new employee here.

6.3.7 National Insurance Number

Enter the National Insurance number of the new employee here

6.3.8 Payroll Number

Enter the payroll number of the new employee here. If no payroll number is entered, the system will automatically assign the employee a unique P11D Organiser payroll number.

6.3.9 Status

This field displays the current status of the employee: -

Starter Employee has a date of commencement within the current tax year

Current Employee has a date of commencement in a previous tax year

Leaver Employee has a leaving date within the current tax year.

P11D/P9D The status field also displays whether the employee requires a P11D or P9D (the default being P11D) Once this has been manually selected it will over-ride the P11D/P9D reportable status of the employee automatically set by the systems in-built £8500 P9D test.(See Also Paragraph 18.1)

6.3.10 Address

Enter the details of the new employee's address here.

6.3.11 Notes

A free text notes pad to record employee notes. Also you have the facility to switch of the Class 1A NIC charge for any employees who may be exempt from the Class 1A NIC charge. For example, they may have been seconded to the UK from overseas and may be exempt from any NIC for a period of 52 weeks. The system does not report any Class 1A NIC arising for the whole of the tax year.

6.3.12 Group

Enter details of the department / area of the company that the employee is associated with.

6.3.13 Cost Centre

Enter the cost centre to which the employee is attached, or click the browse (binocular) icon to select a cost centre from a list of previously entered data.

6.3.14 Location

Enter the Location code to which the employee is attached, or click the browse (binocular) icon to select a Location from a list of previously entered data.

6.3.15 Department

Enter the Department code to which the employee is attached, or click the browse (binocular) icon to select a Department from a list of previously entered data.

6.3.16 Region

Enter a region code or name for the employees.

6.3.17 User1 / User2

The system offers two further undefined grouping parameters for employees beyond the ability to group by Cost centre, Location, Department and Region. These are commonly used to define what level of Medical Health cover an employee receives e.g. Family/single persons cover. This will help you to group together employees who have the same type of cover.

6.3.18 Date last Modified

Displays the date and time the record was last modified.

6.3.19 P11D / P9D Printed

The system displays the date and time of the last P11D/P9D printed for the selected employee.

6.3.20 Benefits statement

Displays the time and date the last benefits statement was printed for the selected employee.

6.3.21 P46 Car printed

Displays the time and date the last P46 was printed for the selected employee.

6.3.22 Date of Death

The system can record the date of an employee's death.

6.3.23 Telephone

Employee's contact telephone number

6.3.24 Fax

Employee’s contact fax number

6.3.25 Email

Employee's contact emails address - Note the email address entered is used within the system as the default address for a selection of emailed output reports such as the P11D facsimile. (See also Email and Reports Paragraph 13)

6.3.26 Mobile

Employee’s contact mobile telephone number

6.3.27 DOB

Employee’s Date of Birth (dd/mm/yyyy)

6.3.28 Age

Displays the employee's age using the date entered in the DOB field.

6.3.29 Date of commencement

Enter the employee's start date. This date is used to determine the employee status within the current tax year (i.e. Starter, Leaver or Current) and is also used by the system to align benefits to run in line with the employees employment dates (see also Align date of commencement Paragraph 22.2.1.1)

6.3.30 Date of leaving

Enter the employee’s date of leaving. This date is used to determine the employee status and is also used by the system to align benefits to run in line with the employees employment dates (see also Align date of leaving Paragraph 22.2.1.2)

6.3.31 PAYE

Enter the total PAYE received for the period of employment - the system will pro-rata this value into an annual salary based upon the date of commencement and date of leaving within the current tax year.

6.3.32 Notional Salary

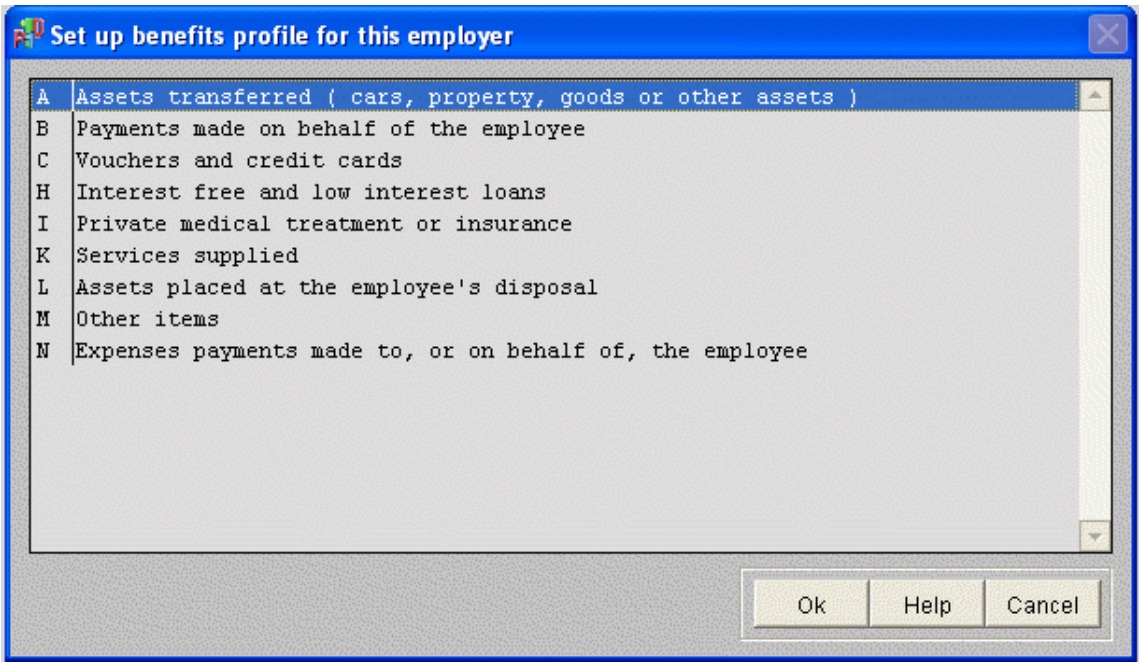
When PAYE cannot determine an annual salary (i.e. part timers etc) enter a notional salary. The £8,500 test with then use the total value of taxable benefits and the greater of the PAYE or notional salary to determine a P11D or P9d status for an employee.

6.3.33 £8,500 test

Having entered the above employee information the system will automatically determine whether the employee has P11D or P9D status. The system will only recognise P9D status if the selected employee has salary information entered against them. Otherwise the system will automatically default to P11D status although this can be manually adjusted to P9D status if so desired. (See also Reportable Status Paragraph 18.1)

6.4 Setting up the Employers benefits profile

By clicking on the P11D icon from either the Employer's Benefit Profile Screen or the Employee's Benefit Profile Screen, you have the option to setup your Standard Benefit Types & descriptions. Firstly choose the benefit section you wish to set up benefit types for. You are then presented with the following screen: -


Set up benefits profile for this employer
A Assets transferred (cars, property, goods or other assets)
B Payments made on behalf of the employee
C Vouchers and credit cards
H Interest free and low interest loans
I Private medical treatment or insurance
K Services supplied
L Assets placed at the employee's disposal
M Other items
N Expenses payments made to, or on behalf of, the employee
Ok
Help
Cancel

This screen displays the benefit descriptions for the predefined benefit types (shown in the Title Bar) for each benefit section. Benefit types have to set up carefully as they may have different tax rules or special exemptions (e.g. IT equipment in Use of Assets). On this screen you can add/edit or delete benefit descriptions to predefined benefit types .

Below is a description of the functions for each of the icons/buttons displayed here: -

<OK> Button

Click this button to take you to the Employee/Employer Benefits Profile Screen

<Help> Button

Opens up the relevant context sensitive Help page.

<Cancel> Button

By clicking on this button then, you will return to the previous screen you were working on.

<ADD> Icon

Click on this icon to add a new benefit type for this section.

<Edit> Icon

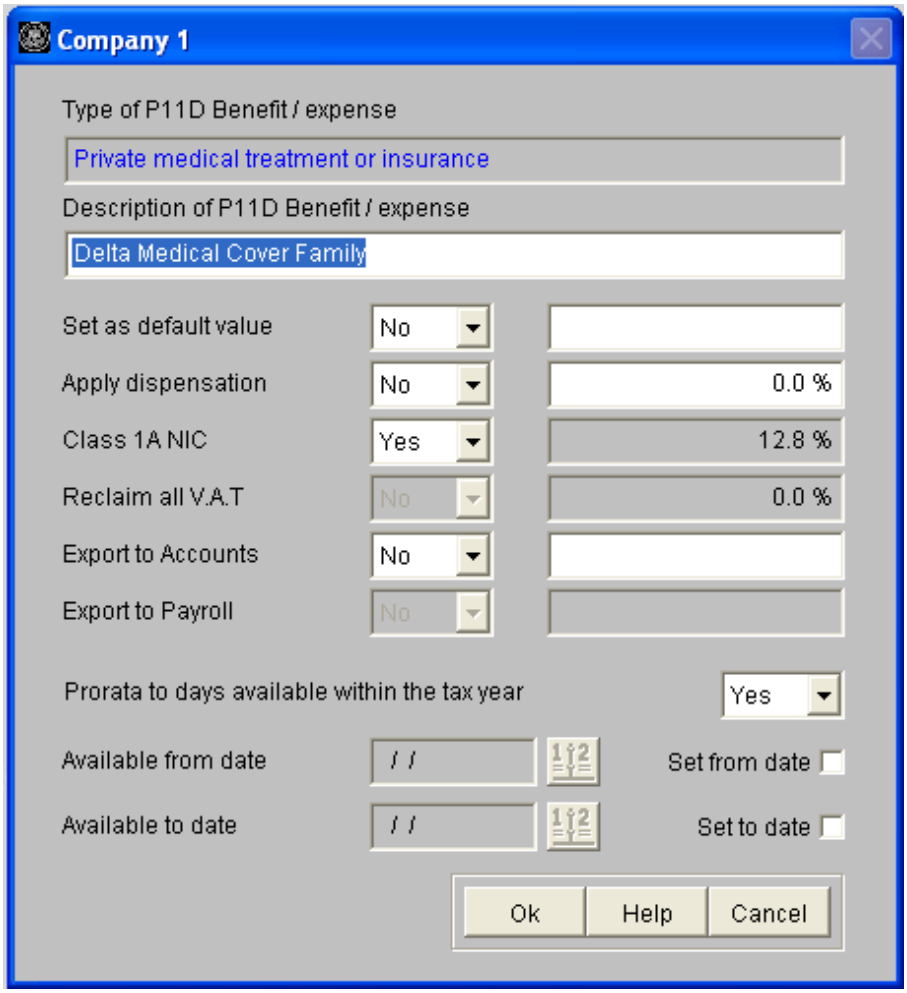
Click here to view/edit a previously entered benefit type for this section.

<Delete> Icon

Click on this icon to remove an unused Benefit Type. Please Note that you cannot delete benefit types that are in use by another employer.

NB If you wish to delete unwanted descriptions hold down the CTRL + SHIFT + D Keys simultaneously. This allows you to clear out-of-date benefit types.

6.5 Add / Edit / Delete benefit types



Benefit descriptions contained in a particular section of the P11D can be added, edited or deleted at any time. However there are a number of protected types that cannot be deleted e.g. Assets transferred has two main groups Cars & Other Assets. Assets transferred Cars cannot be deleted, as they are relevant for correct reporting of cash equivalents on the P11D. However if you select Other Assets then you can Add or Edit further descriptions as outlined in the list above.

6.5.1 Type of P11D Benefit / expense

Displays the benefit description entered under the particular P11D Section.

6.5.2 Description of P11D Benefit / expense

Displays a user defined second level of benefit description.

6.5.3 Set as default value

Allows you to set a common value by which all benefits of this type are allocated to employees e.g. a Private Medical Family Cover value of £750.

6.5.4 Apply dispensation

Enter 100% against all benefit types that are covered by a dispensation. All amounts covered by a dispensation will not appear on the form P11D or EEC submission but will be included in employee benefit statements and on other management reports within the system.

6.5.5 Class 1A NIC

Allows you, for certain P11D sections, to select whether Class 1A NIC is to be paid for the selected benefit type. Certain areas are pre-set and therefore unchangeable as these are clearly predetermined by legislation. However certain sections, such as private medical treatment or Other items, Class 1A settings can be manually set. Any alterations made will have a positive or negative effect to the Class 1A values and will be displayed on page 2 of the report P11D(b)

6.5.6 Reclaim all VAT

Setting a VAT rate will pull through all of the items for which you can reclaim VAT on the reclaimable VAT report. The amount of reclaimable VAT is directly in proportion to the percentage business use you have stipulated by setting up dispensation rates.

The exceptions to this general rule are for home telephone and entertainment. For home telephone only the VAT paid on a percentage of the telephone calls is reclaimable. You cannot reclaim VAT on the element of the employee's telephone rental.

The second exception is on entertainment. In this case you can only claim the VAT back on items that are allowed for business tax purposes. The dispensation rates do not apply.

6.5.7 Export to Accounts

The system can export information to databases and spreadsheets, any reference numbers or unique identifiers can be set.

6.5.8 Export to Payroll

The system can export information to databases and spreadsheets, any payroll reference numbers or unique identifiers can be set.

6.5.9 SECTION O - ENTERTAINMENT ONLY - Allowed in UK CT (Staff Entertainment Only)

6.5.9.1 YES - Disallowed entertainment expenditure

Employers have to identify how the entertaining expenses will be treated in the business accounts. If they will be disallowed in the business accounts (the most common scenario) you should select Yes. This type of entertainment can be covered by a dispensation.

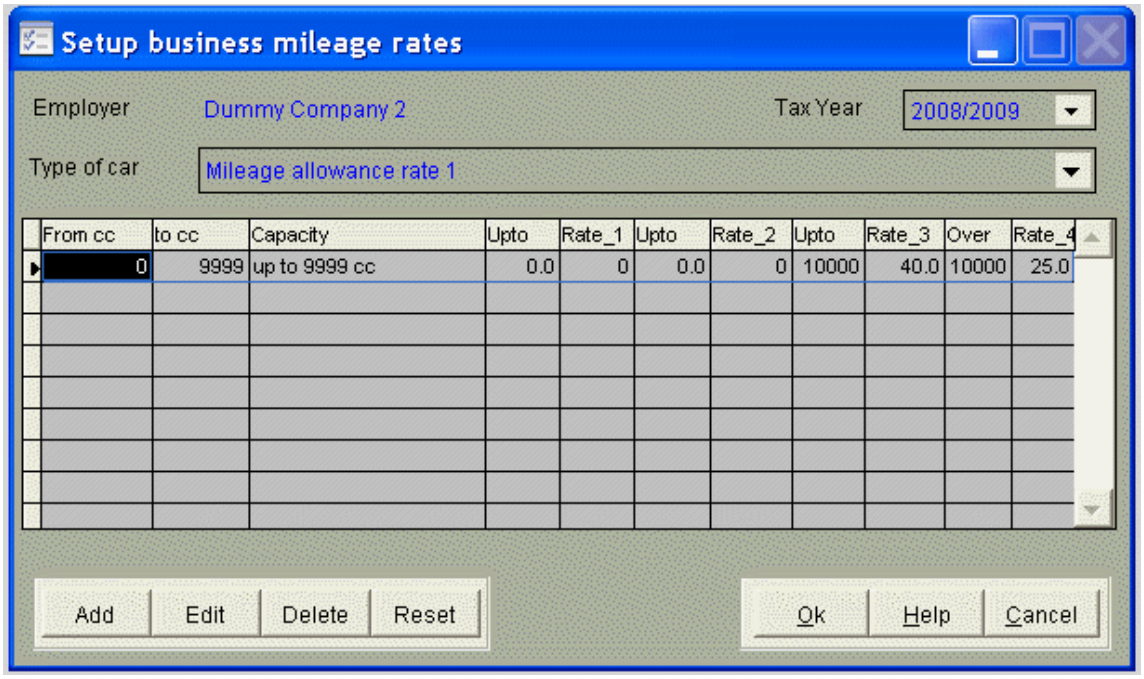
6.5.9.2 NO - Allowable entertainment expenditure

If the entertaining is allowable to be set against the business accounts (e.g. staff entertaining) then select No from the dropdown. This type of entertainment is always taxable on the employee, but some employer's prefer to settle the tax on behalf of their employees by way of a PAYE Settlement Agreement

6.5.10 Available from & to dates

You can allocate the periods between which a benefit type is to be applicable for here.

6.6 Setting up mileage allowances / FPCS rates



To set up your company mileage rates, go to the View List of Employer's Screen & click on the Setup Mileage Rates icon.

Up to nine user defined sets of mileage rates can be stored in P11D Organiser. For example these can be: -

- Privately Owned Cars – Petrol
- Privately Owned Cars – Diesel
- Privately Owned Cars – LPG
- Passenger rate
- Company Cars - Petrol
- Company Cars - Diesel
- Company Cars - LPG
- Privately Owned Cars - FPCS Essential Users
- Privately Owned Cars - FPCS Casual Users

To add or edit a mileage rate, click on the appropriate button.

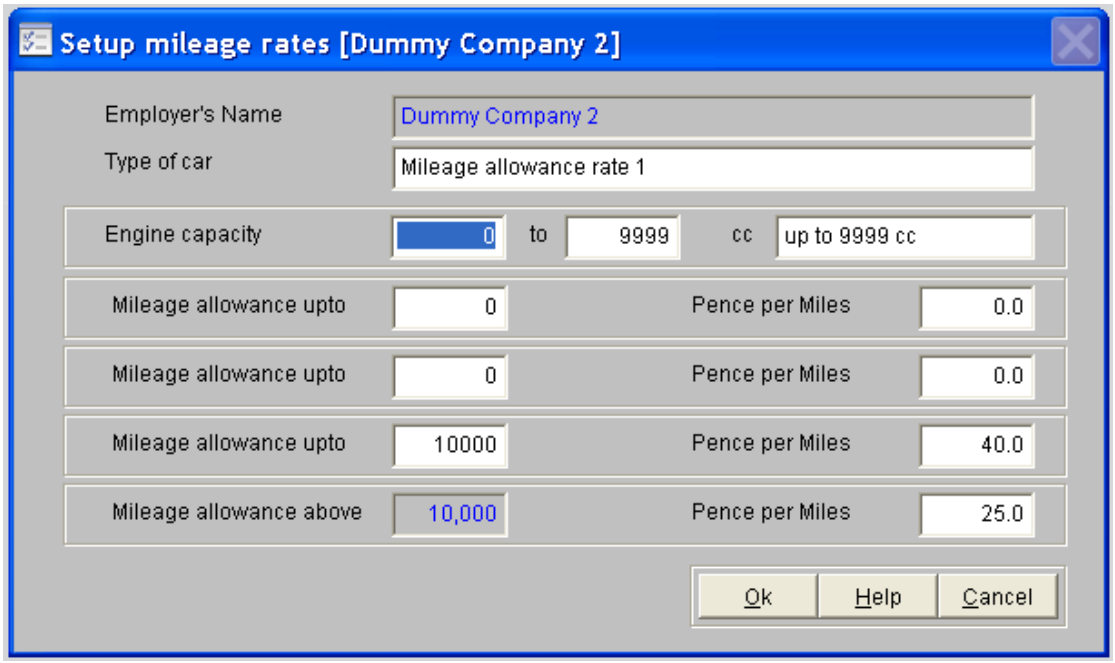
When adding details to a new mileage rate you can click on either

left click the RESET button to bring forward the previous year's mileage rates

OR

right click the the RESET button to reset the rates to the Inland Revenue Authorised Mileage Allowance Payments.

To setup your mileage rates click on the edit button & you are then presented with the following screen: -



You have to set at least two rates dependent on the cubic capacities of your vehicles.

The first rate has to be the average rate ie Engine Capacity from 0 cc to 0 cc.

The second and subsequent rates must be in the range 1cc to 9999cc. A typical range of cc's is as follows: -

- 0cc to 0cc (average- i.e. cc unknown)
- 1cc to 1399 cc
- 1400cc to 1799cc
- 1800cc to 1999cc
- 2000cc to 9999cc

You can set these rates by clicking on add or edit buttons and specifying a range of cc's

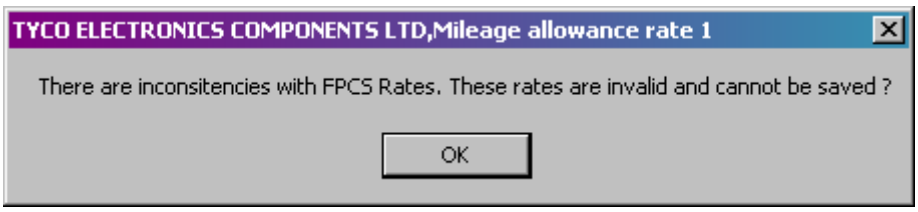
For each cc range you can set up to four mileage bandings eg

Mileage

1. 0 to 1000
2. 1001 to 5000
3. 5001 to 9999
4. 10000 and over

You can then set your mileage rates alongside your mileage bandings per cc.

NOTE


TYCO ELECTRONICS COMPONENTS LTD,Mileage allowance rate 1
There are inconsitencies with FPCS Rates. These rates are invalid and cannot be saved ?
OK

If you do not specify the full range of cc's (i.e. from 0cc to 0 cc & from 1cc to 9999cc) then you

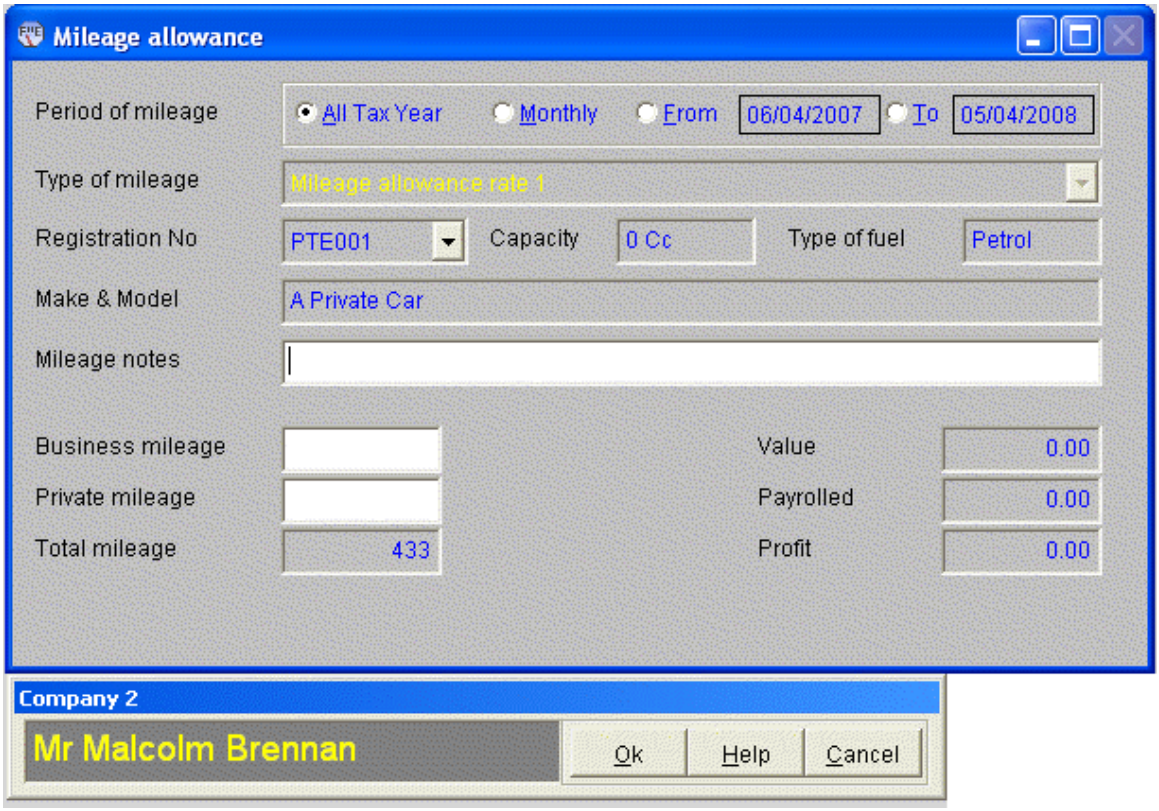
will not be able to save the rates as the system will identify that discrepancies exist.

For the 2002/03 tax year onwards, P11D Organiser only reports the taxable profit or tax relief compared to the Inland Revenue's AMAP rates. The P11D form however will only report profits as you cannot display a negative amount.

P11D Organiser compares the mileage allowance rates set on this screen with the Inland Revenue Approved Mileage Rates and can produce a S197AF letter for employee's use to claim tax relief on any business mileage reimbursements they have received which are at less than the Inland Revenue's authorised mileage rates, in their own privately owned cars.

However if you electronically submit your P11Ds, automatic tax relief can be obtained as negative amounts can be electronically submitted.

6.7 Inputting Business Mileage



P11D Organiser has been enhanced with a feature that enables easy capture of business mileage. This feature works for both company cars & privately owned cars. Data can be entered in either electronic format (i.e. import of existing spreadsheet data format) or by manually inputting of business mileage details.

The mileage details automatically feeds through to the company car calculations and also to the mileage allowance screen, to ensure that the correct discounts are being applied.

By clicking onto the Input Mileage Icon from the "Employee List" screen you are taken to the mileage data entry screen if the selected employee has been set up with a Mileage Record.

A selection of car registration numbers of any cars that were available to the selected employee will be displayed together with the car description.

The availability of the vehicle to the selected employee is displayed together with the total business mileage that has been entered previously.

The period of the mileage input can be defined: -

- All Tax Year
- Monthly (a Pop-up month selector box will appear) e.g. May 2004
- User Defined (Select and key in a From and To date range) e.g. 1st Quarter

Note - The Reports screen has been modified so that periodic reports of absent or entered business mileage can be run for a user defined date range to support this mileage functionality.

6.7.1 Instructions for Inputting Mileage details manually

By clicking onto the Input Mileage Icon on the Find Screen you are presented with all employees who are in receipt of a company car and/or mileage reimbursement in their privately owned car. If the Input Mileage icon is clicked again the following screen appears.

Details can be input easily here. To go to the next employee press the PageUp or the PageDown Keys.

The type of car the employee is in receipt of appears in the Title Bar of the window.

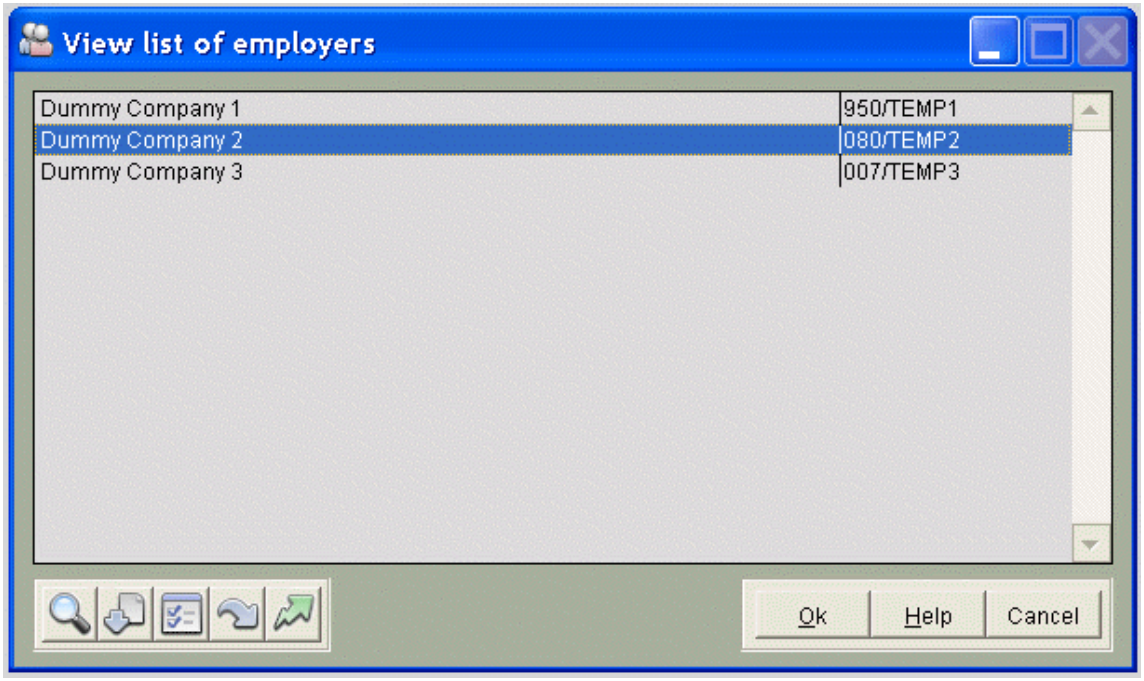
The availability of the vehicle is shown at the top of the screen as is the total business mileage that has been entered previously

The period of the mileage input can be defined from the bottom of the screen.

Finally the Reports screen has been modified to obtain periodic reports of absent business mileage so that these employees can be contacted to submit these details.

7 Employer Level

7.1 Employer List



On this screen select the Employer you wish to work double click to view the employer's details. Certain additional employer related functions are shown on this screen. To run a particular routine select the employer and click on the appropriate Button/Icon. A description is given below of what happens when you click on a particular Button/Icon: -

7.1.1 <OK> Button

Press this button to view the selected employer's details.

7.1.2 <Help> Button

Opens up the relevant context sensitive Help page.

7.1.3 <Exit> / <Cancel> Button

When you first enter the system the <Exit> button is displayed. By clicking on this at this point you can Log Off the System. If you have been using the system & then return to this screen, then the <Cancel> button will be displayed. By clicking on this button then, you will return to the previous screen you were working on.

7.1.4 Find Screen

Takes you to the Find Screen

7.1.5 Import Wizard

Click on this icon to go to the Import Wizard

7.1.6 Setup Business Mileage Rates

Click on this icon to go to the Setup Business Mileage Rates screen

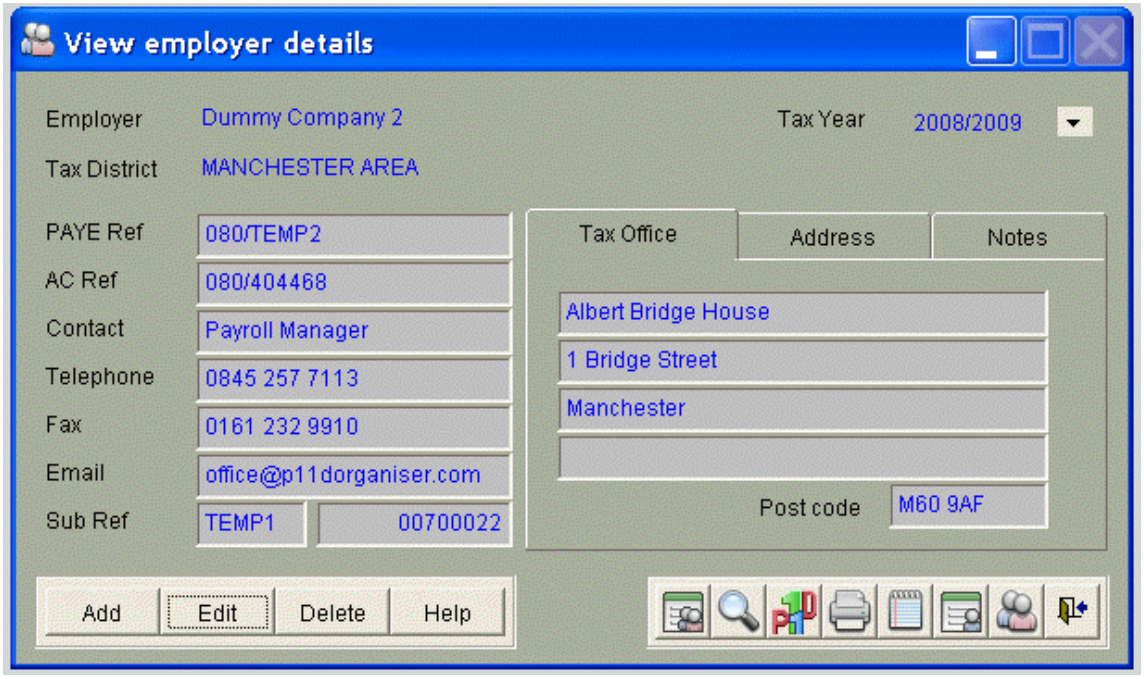
7.1.7 Merge Benefits into the New Year

Click here to merge benefits into a new tax year after you have archived previous years details.

7.1.8 Connect to External Payroll System

Click here to connect to the Payroll System you selected on the Software Registration screen.

7.2 View Employer Details



This screen displays the full details of the current employer/company, as selected from the Employer List.

Below is given a description of what happens when you click on a particular Button/Icon: -

7.2.1 <Tax Year> Dropdown

You can move between tax years by selecting the appropriate tax year here. Please note that you cannot move forwards beyond the tax year selected on the Log On screen.

7.2.2 <Add> Button

Gives you the option of adding a new

- Employee for this company, or
- A new employer

7.2.3 <Edit> Button

Allows you to edit previously entered details for this employer

7.2.4 <Delete> Button

Gives you the option to delete this employer with all associated employees and benefits for this year only.

7.2.5 <Help> Button

Opens up the relevant context sensitive Help page.

7.2.6 Employer List

Takes you back to the Employer List

7.2.7 Find Screen

Takes you to the Find Screen

7.2.8 P11D Icon

Takes you to the Employers Benefits Profile Screen

7.2.9 Print Icon

Takes you to the Reports Wizard

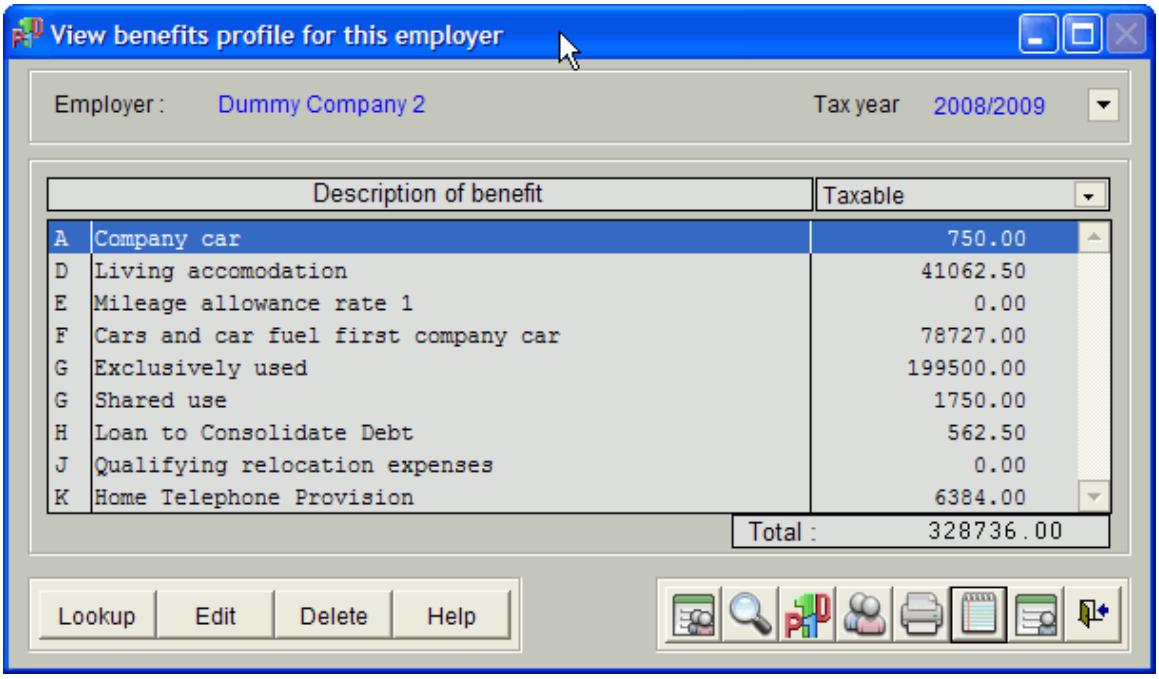
7.2.10 Notes Icon

Allows you to make Employer Notes quickly

7.2.11 Employee List

By clicking on this icon, a message box appears asking you to confirm whether you wish to go back to the previous lookup of employees or whether you wish to see a list of all employees for this employer.

7.3 Employer's Benefit Profile



This screen shows the current employer's benefit profile i.e. which benefits have been assigned to their employee's. If you select a line entry you can see the Section of the P11D the particular benefit belongs to & a description of the benefit. If you double click on that line you can edit the global benefit type. Any changes made can then be applied to all recipients if the chosen benefit type.

Below is given a description of what happens when you click on a particular Button/Icon: -

7.3.1 <Taxable> Dropdown

This is a selectable dropdown offering you the choice to view the following cash amounts relating to the following: -

- Taxable Amount (i.e. Cash Equivalent minus Amount made good)
- Amount Made Good (for private use by employee)
- Class 1A NIC
- Amount covered by dispensation
- Cash Equivalent

7.3.2 <Lookup> Button

Select a benefit line & click this button to obtain a lookup of all employees who are in receipt of that benefit type.

7.3.3 <Edit> Button

Allows you to edit the global benefit type. Select the line entry that you wish to view or edit.

7.3.4 <Delete> Button

Gives you the option to delete all instances of the selected type of benefit for all employees imn the company.

7.3.5 <Help> Button

Opens up the relevant context sensitive Help page.

7.3.6 Employer List

Takes you back to the Employer List

7.3.7 Find Screen

Takes you to the Find Screen

7.3.8 P11D Icon

Takes you to the Setup Employers Benefits Profile screen

7.3.9 Print Icon

Takes you to the Reports Wizard

7.3.10 Recalculate Icon

Allows you recalculate all benefits for this employee

7.3.11 Employee List

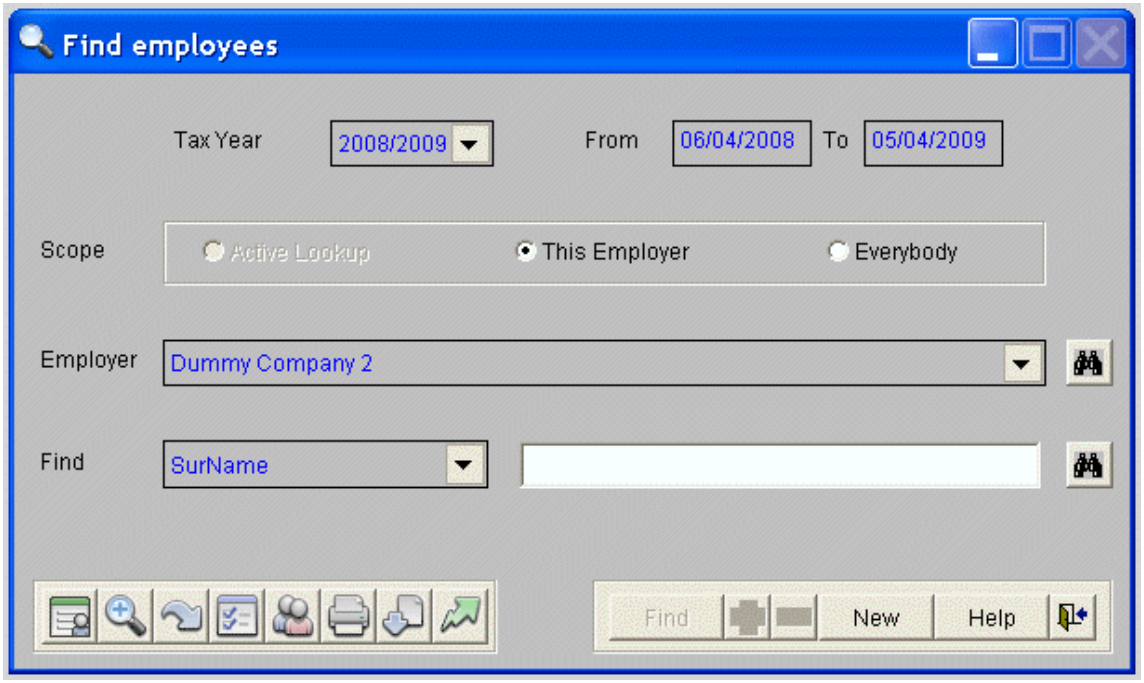
Takes you back to the Employee List

7.3.12 Employer Details

Takes you to the current Employer's Details

8 Finding and Grouping

8.1 Find Employees screen



P11D Organiser offers extremely powerful search & grouping facilities. Searches can be initiated across all Employers and the resulting active lookup can be narrowed down easily. Below is a list of the key features of this screen: -

8.1.1 <Tax Year> Dropdown

You can move between tax years by selecting the appropriate tax year here. Please note that you cannot move forwards beyond the tax year selected on the Log On screen.

8.1.2 <Scope>

This defines the range of your search. This is broken down into three levels: -

- Everybody – Searches across all companies (replaces previously defined lookups)
- Employer - Searches across the selected employer (replaces previously defined lookups)
- Active Lookup – Used to narrow down a previously selected group

8.1.3 <Employer>

You can select an employer by clicking on the browse button

8.1.4 <Find>

8.1.4.1 Field Headings

Firstly select the relevant Field Heading (for previously entered data) in the dropdown grey box: -

- Surname
- Forename
- National Insurance number

- Payroll Number
- Director
- Sex
- Cost Centre
- User Defined Fields 1 & 2
- Employee Notes
- Car Registration Number

8.1.4.2 Search Criteria

Enter the Search Criteria in the White Box. If you wish to create a group based on common search criteria e.g. all employees in a cost centre, or all employees whose surname begins with "S"; then type in the first few letters you are searching for. The system will then auto fill the White Box with the first description found that matches that criteria. E.g.: -

- If you type in the letter "S" the system will display – Salter
- Salter being the first Surname beginning with "S" in the company/system
- If you click on the "Find" Button only Salter will be displayed.

To prevent this happening, once the display appears thus – Salter; press the delete key on your keyboard to leave just "S" showing in the Search Criteria & then click on the "Find" button. This way you will achieve a lookup for all employees in the company/system whose surname begins with the letter "S"

If you click on the adjacent browse button you be able to see a list of all relevant descriptions that match the search criteria entered before the lookup is generated.

Search criteria can be further defined/refined by using the Setup Filter.

8.1.5 Employee List

By clicking here you obtain a list of all employees for the <Scope> Employer or Everybody. This overrides any existing lookup that may have been created.

8.1.6 Setup Filter Icon

Takes you to the Setup Filter screen for more search options.

8.1.7 Employer Details Icon

Takes you to the Employee Details Screen

8.1.8 Add Icon

You can add to the Active Lookup by selecting a different criteria and clicking the Active Lookup Checkbox above & finally clicking on this add button.

8.1.9 Remove Icon

You can remove from the Active Lookup by selecting a different criteria and clicking the Active Lookup Checkbox above & finally clicking on this Remove button.

8.1.10 Print Icon

Takes you to the Reports Wizard

8.1.11 <Find> Button

This button initiates a Find only when search criteria has been entered. If there is no Search Criteria, then this button remains disabled.

8.1.12 <New> Button

If you cannot find an employee in the system, you can add a new employee record to the selected employer by clicking on this button.

8.1.13 <Help> Button

Opens up the relevant context sensitive Help page.

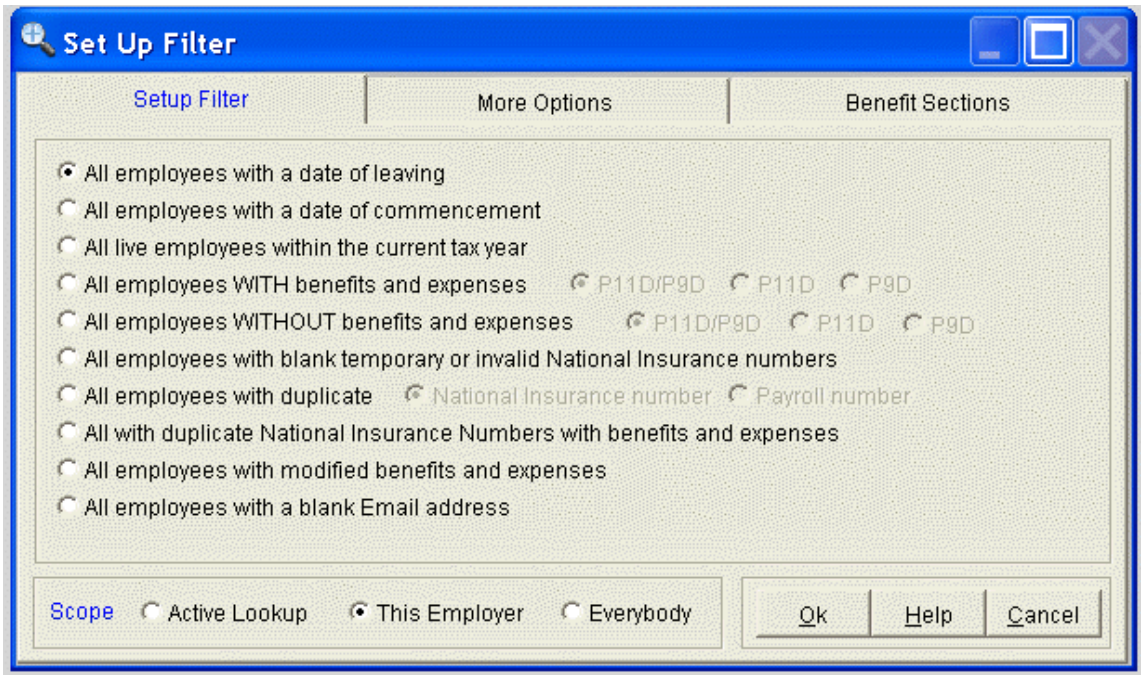
8.1.14 <Exit> Button

By clicking on this you can Log Off the System.

8.1.15 Groups of Staff

By creating a common "handle" in the employee's notes pad (e.g BUPA T&S as a "handle" for an employee with medical benefit for employee & spouse) employee's can be catalogued constructively so that the initial setup of common benefits can be applied in a single entry. Thereafter the benefits are carried forward automatically into the next tax year.

8.2 Setup Filter



Allows you to further define a specific search for employees with a number of additional search criteria including benefit sections. Multiple selections (e.g. employees with Cars & Medical Health) may be made by keeping the SHIFT key held down.

Other types of filters include:-

Leavers / Starters, Employees WITH / WITHOUT P11D benefits, Employees WITH / WITHOUT P9D benefits, Duplicate NI Numbers, Duplicate NI Numbers WITH benefits, Printed P11D's / UN-Printed P11D's, Employees with modified benefits and expenses,

ABSENT Business Mileage / ENTERED business mileage.

The filter criteria can be defined for a particular Scope of employees and can also be set for a user-defined period.

Pressing the OK Button returns a list of matching employees with the selected criteria.

8.3 Active lookup

The system distinguishes employee groupings in 4 levels ie

1. Employee
2. Active Lookup
3. Employer
4. Everybody

These options are available throughout the system e.g. when it comes to printing, entering benefits etc. Therefore it is important to understand how the Active Lookup functionality works.

The Active Lookup is a powerful way of defining your own groups of records to work with.

After initiating a search (from the Find Screen), the resultant list of employees is called the Active Lookup. If you return to the Find Screen & select the <Scope> to Active Lookup, you can narrow down this list further by adding further search criteria. The result of which will be the new Active Lookup

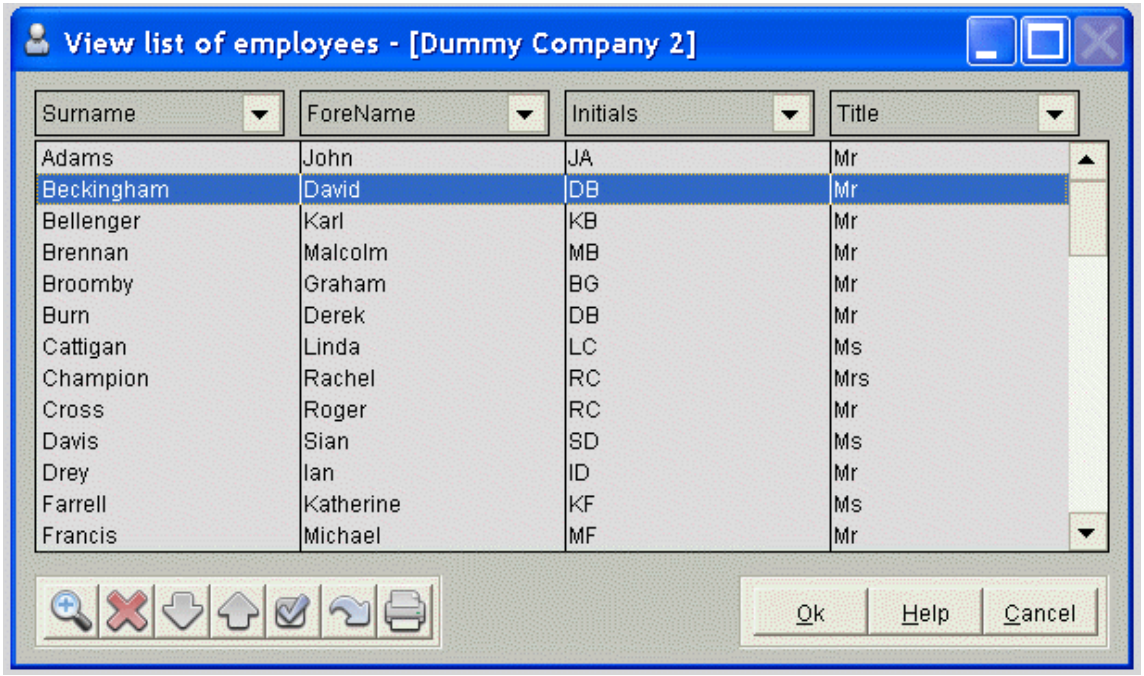
For example a previous search for all employees associated with a certain Cost centre can be further defined by then searching within this active lookup for employees in receipt of car benefits (by going to the Setup Filter) and then this new 'active lookup' can be yet further defined to select All employees for the selected cost centre, with car benefits, whose P11D's have not been printed.

Important

To deactivate the Active Lookup, click on the Icon on the Find Screen. By clicking here you obtain a list of all employees for the <Scope> Employer or Everybody. This overrides any existing lookup that may have been created.

9 Employee Level

9.1 Employee List



This screen displays all employees for an employer or those that have been selected by an Active Lookup. The number of employees in the list is displayed in the Employee Counter on the Benefits Toolbar. To go to another employee simply select them from the list. There are a number of features on this screen.

9.1.1 HOTKEYS

To quickly go to an employee type the first few characters of the field you have selected. I.e. if their surname is James, type in "JA" & the first employee whose surname starts with "JA" will be displayed.

9.1.2 <OK> Button

Click this button to take you to the Employee Details for the selected employee

9.1.3 <Help> Button

Opens up the relevant context sensitive Help page.

9.1.4 <Cancel> Button

By clicking on this button then, you will return to the previous screen you were working on.

9.1.5 Setup Filter Icon

Takes you to the Setup Filter screen to help you to narrow this lookup

9.1.6 Remove Icon

By clicking on this icon you can remove the selected employee from this lookup

9.1.7 Select Down Icon

Click this icon to select all employees from the highlighted employee to the end of the lookup

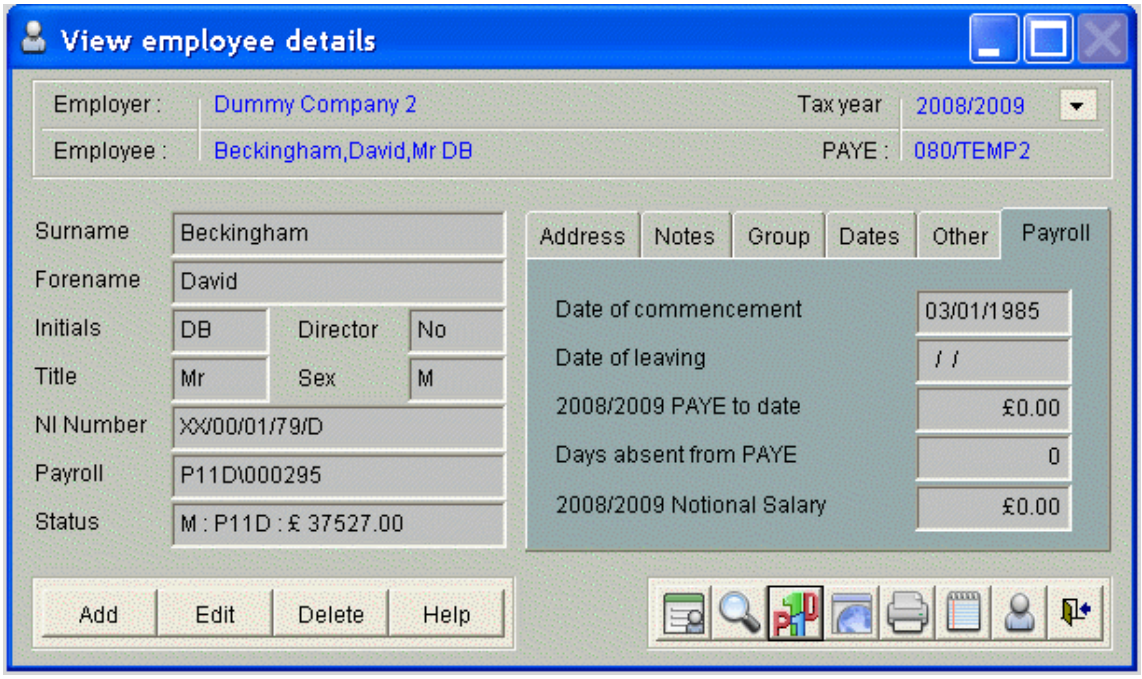
9.1.8 Select Up Icon

Click this icon to select all employees from the highlighted employee to the beginning of the lookup

9.1.9 Input Business Mileage

If the selected employee has been previously set up to be in receipt of a Business Mileage Allowance, then you can go straight to the Business Mileage Input Screen from here.

9.2 Employee details



This screen displays the full details of the current employee, as selected from the Employee List. You can browse to other records in the Employee List by going to the Employee Counter on the Benefits Toolbar.

Below is given a description of what happens when you click on a particular Button/Icon: -

9.2.1 <Tax Year> Dropdown

You can move between tax years by selecting the appropriate tax year here. Please note that you cannot move forwards beyond the tax year selected on the Log On screen.

9.2.2 <Add> Button

Gives you the option of adding a new employee for this company

9.2.3 <Edit> Button

Allows you to edit previously entered details for this employee

9.2.4 <Delete> Button

Gives you the option to delete this employee with all associated benefits for this year only.

9.2.5 <Help> Button

Opens up the relevant context sensitive Help page.

9.2.6 Employee List

Takes you back to the Employee List

9.2.7 Find Screen

Takes you to the Find Screen

9.2.8 P11D Icon

Takes you to the Employees Benefit Summary Screen

9.2.9 Expenses Claim Screen

Takes you to the Part 5 ITEPA 2003 Expenses Claim Screen

9.2.10 Print Icon

Takes you to the Reports Wizard

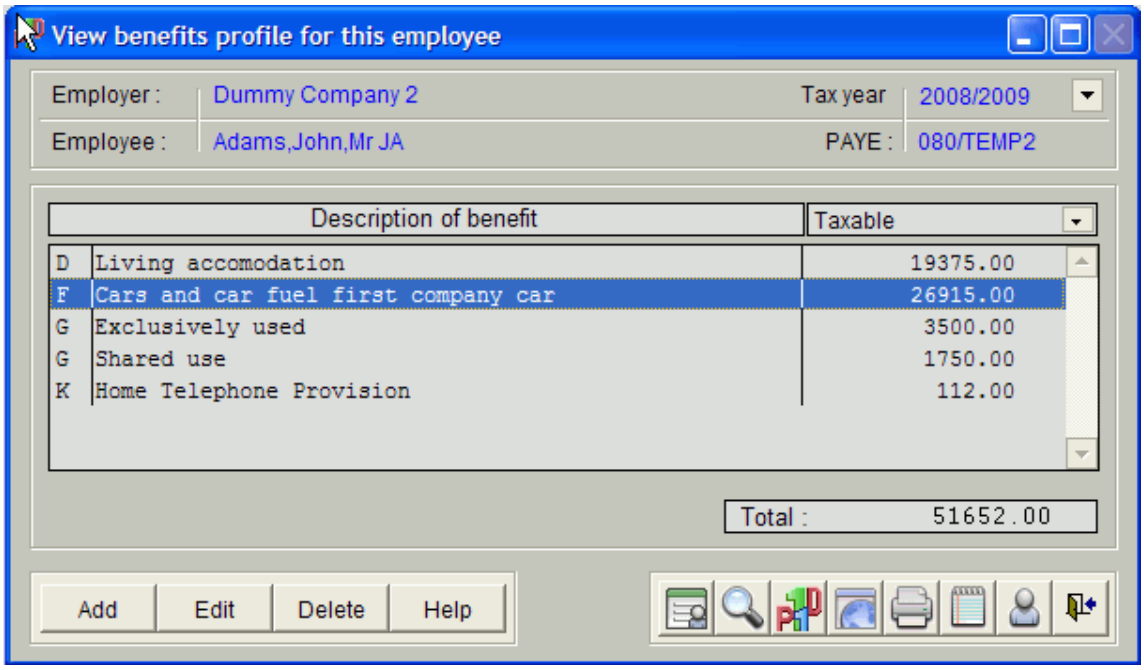
9.2.11 Notes Icon

Allows you to make Employee Notes quickly

9.2.12 Employer Details

Takes you to the current Employer's Details

9.3 Employee Benefits Profile



This screen shows the current employee's benefit profile i.e. which benefits have been assigned to them. If you select a line entry you can see the Section of the P11D the particular benefit belongs to & a description of the benefit. If you right mouse click on that line you can edit the global benefit type. If you double left click on the line you can enter into the relevant section of P11D to view or edit the particular benefit.

Below is given a description of what happens when you click on a particular Button/Icon: -

9.3.1 <Taxable> Dropdown

This is a selectable dropdown offering you the choice to view the following cash amounts relating to the following: -

- Taxable Amount (i.e. Cash Equivalent minus Amount made good)
- Amount Made Good (for private use by employee)
- Class 1A NIC
- Amount covered by dispensation
- Cash Equivalent

NB The view selected here will also be shown on the Benefits sections themselves.

9.3.2 <Add> Button

To add new benefits, click here to go to the Add New Benefit Selection Screen. Alternatively you can click on the Benefits Toolbar at the top of the screen.

9.3.3 <Edit> Button

Allows you to view/edit previously entered benefit details. Select the line entry that you wish to view or edit.

9.3.4 <Delete> Button

Gives you the option to delete all instances of the selected type of benefit for this employee.

9.3.5 <Help> Button

Opens up the relevant context sensitive Help page.

9.3.6 Employee List

Takes you back to the Employee List

9.3.7 Find Screen

Takes you to the Find Screen

9.3.8 P11D Icon

Takes you to the Employers Setup Benefits Profile Screen.

9.3.9 Expenses Claim Screen

Takes you to the Part 5 ITEPA 2003 Expenses Claim Screen

9.3.10 Print Icon

Takes you to the Reports Wizard

9.3.11 Recalculate Icon

Allows you recalculate all benefits for this employee

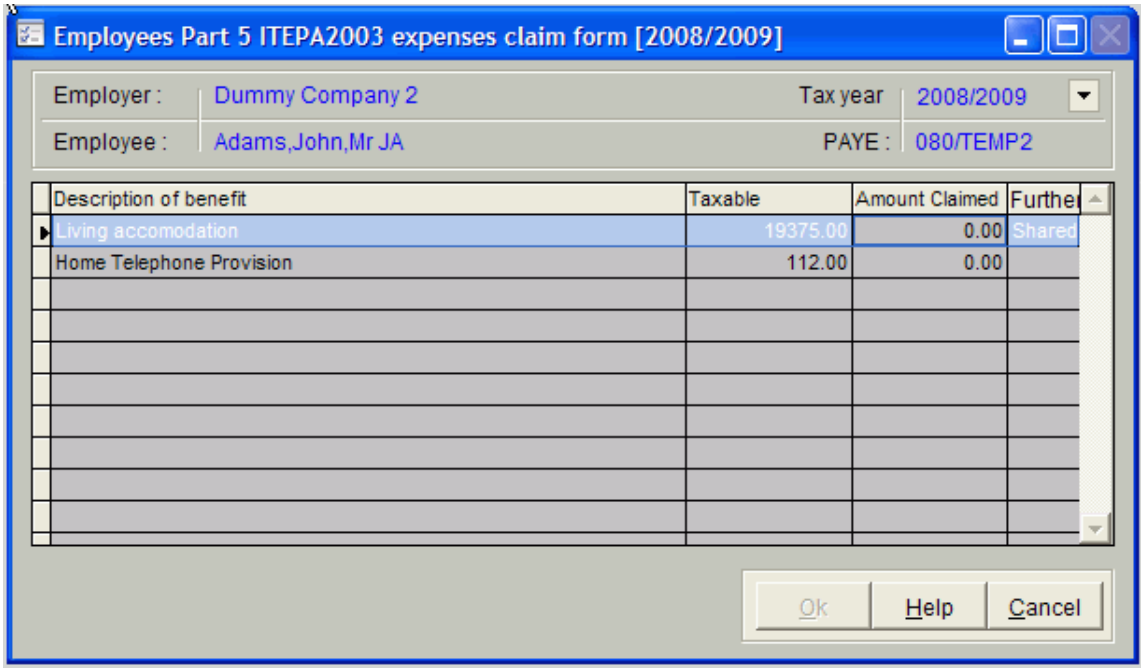
9.3.12 Employee Details

Click here to view the current employee's details

9.3.13 Employer Details

Takes you to the current Employer's Details

9.4 Employee's Expenses Claim Screen



You can access this screen by clicking on the icon from the Employee level of the system

On this screen you can set up the amounts you want covered by a Part 5 ITEPA 2003 claim (Old Section 198 ICTA 1988). Use the tab key on your keyboard to navigate around the rows. To save an entry tab out of the amount you want covered & then click on the OK button.

A Part 5 ITEPA 2003 claim can then be obtained from within the Employee Reports tab of the reports wizard.

10 Importing Data

10.1 What is the Import Wizard?

The P11D Organiser provides a simple interface for importing (and regularly updating) data held in spreadsheet form or data stored in external systems such as payroll, HR or Fleet Management systems. There is a separate routine for each of the P11D sections and a series of employee & payroll routines.

10.2 What types of data can be imported?

The system will import data in XLS, CSV or DBF format; however, we recommend that if XLS spreadsheets are to be used, that you use Excel's "save as" option and save any files as a **CSV** file type prior to importing into the system. CSV files are less likely to cause any import issues associated with the numerous versions of XLS files.

10.3 How does the software know what data to import?

The import wizard allows you to select which columns of data to include for each import routine you run. Provided that the file to import contains a **key field** (e.g. National Insurance Number or Payroll Number for employees or Registration Number for car details) you are able to import as many or as few other optional columns of data into the system.

10.4 Do my spreadsheets have to be in any particular order?

The order of the columns in a spreadsheet is irrelevant as the system allows you to make your own selections of which data to match by either "selecting" or "excluding" any column of data included in your spreadsheets.

10.5 What is the Auto Process option?

In Version 2007.X onwards, the system is capable of importing data using an automated import routine and scheduling tool. This process allows the system to select a pre-determined import file that is resident in a given location and automatically run a previously chosen import routine.

The selected import process will run through with minimal user intervention, any records that fail the system validation rules will be automatically removed from the import and saved to the systems' ERR and LOG folders.

Once an import routine has been successfully run, the system creates log files to record the routine. Along with the log file, an additional .mem file is created to record the settings that the import processes carried out. The .mem files are created to record:-

- The Import Routine run (e.g Car Details)
- The field match selections made (e.g. Reg Number to R_Number)
- The field exclusions made
- The validation rule settings chosen.

– The optional settings made (e.g. overlap days, data backup etc)

Refer to the specific chapter for further details on this feature.

11 Using the Import Wizard

11.1 Import Wizard STEP 1

Select "**File**" and "**Import Wizard**" from the top left corner of your screen (or select the "Goto import wizard" button from the "View list of Employers" screen) The Import Wizard screen appears, as demonstrated in Fig. 1 below.

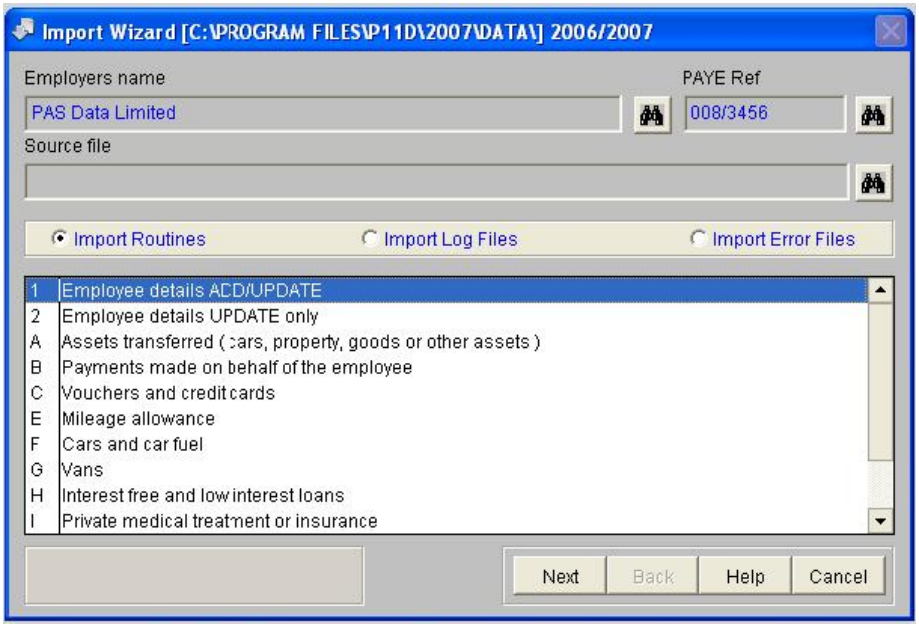


Fig. 1

Select the **Import Routine** that you wish to perform ensuring that the correct Employer is selected in the **Employers name** field and click the **NEXT** button.

The system will then display the detailed **Import Routine** screen allowing you to make a specific routine selection. (see Fig. 1a below)

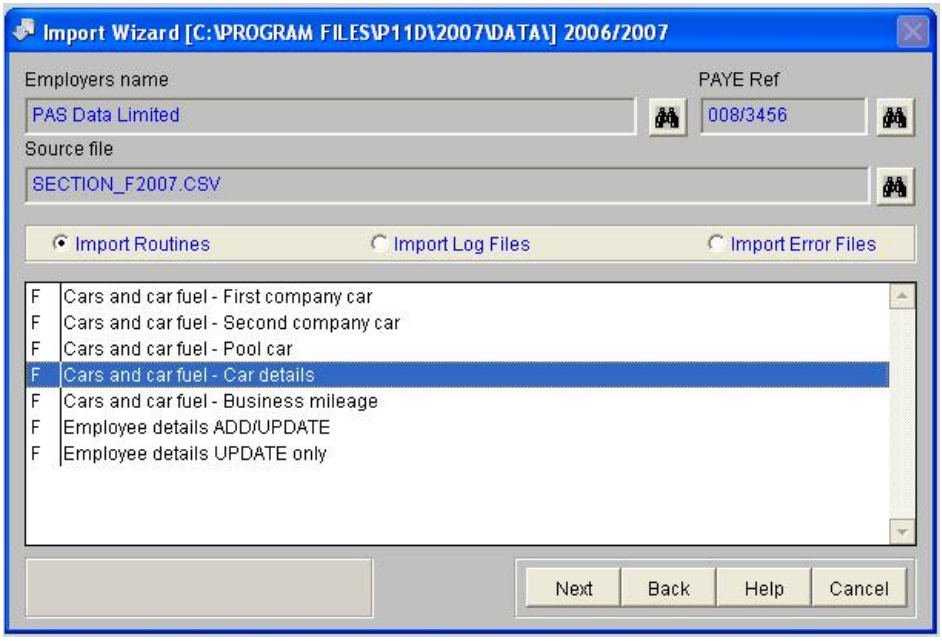


Fig. 1a

o Import Wizard STEP 2

The **Open** screen appears, as demonstrated in Fig. 2 below.

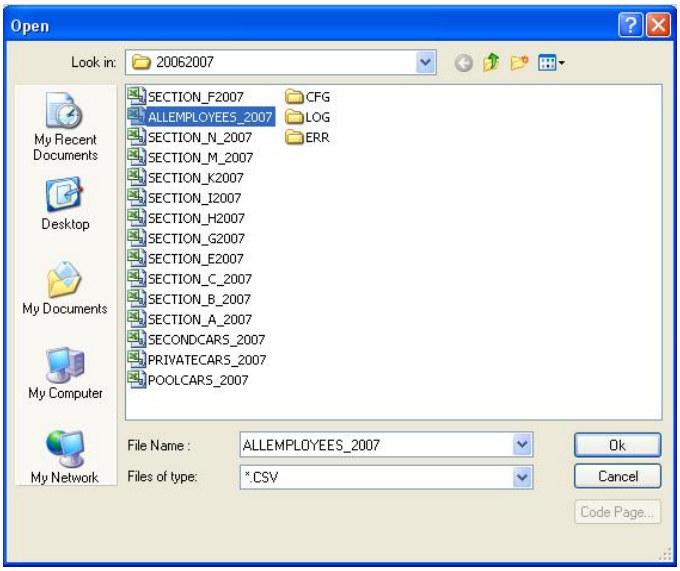


Fig. 2

Using the drop-down **Look in** bar, navigate to, and select the source data file containing the data that you wish to Import and click the **OK** button.

(Note that the default setting for **files of type** is *.CSV this can be changed by clicking and selecting from the drop-down **files of type** selector)

o Import Wizard STEP 3

The **Employee Details** import screen appears, as demonstrated in Fig. 3 below. (NOTE the screen name is dependant on the import routine that you have selected to run)

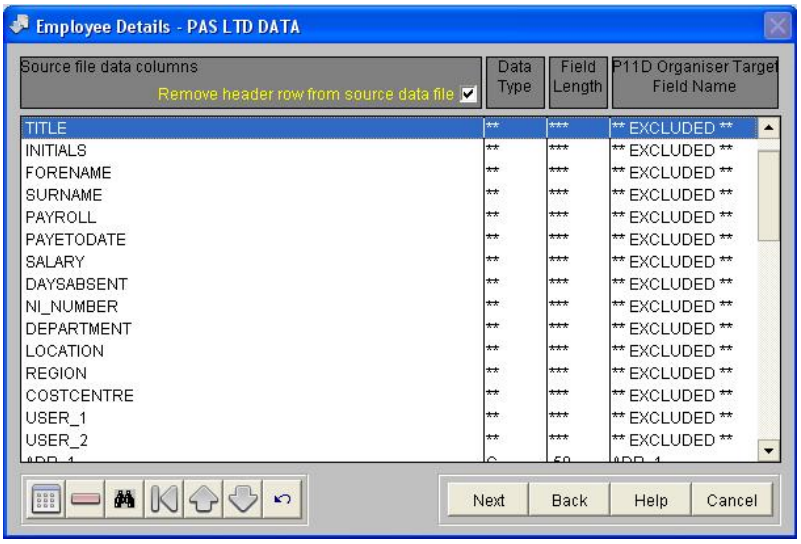


Fig. 3

The **Source file data column** will display the first line of data contained in the import file that you have selected. In the example displayed in Fig. 3 above a **header row** is included in the **Source file** making it easier to select a matching **Target Field** (Remember to un-check the **Remove header row** if your spreadsheet does not contain a header row)

Select a P11D Organiser target field to match the source data, simply by **double-clicking** a line of data and making a selection from the resulting pop-up **Select Target Field** window (as illustrated in Fig 4 below)

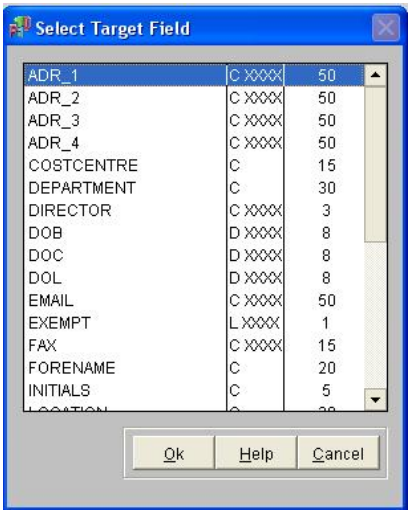


Fig. 4

Having made a matching selection from the **Select Target Field** pop-up window, the **Employee Details** screen will display the successful match and will have changed the **P11D Organiser Target Field** description from its

previous **EXCLUDED** state to display the selection of Target Field made. (see Fig. 5 below)

Repeat this matching procedure to select each line of data that you wish to be included during the import routine, and when all your chosen matches have been made, click the **NEXT** button to proceed to the next stage of the import wizard.

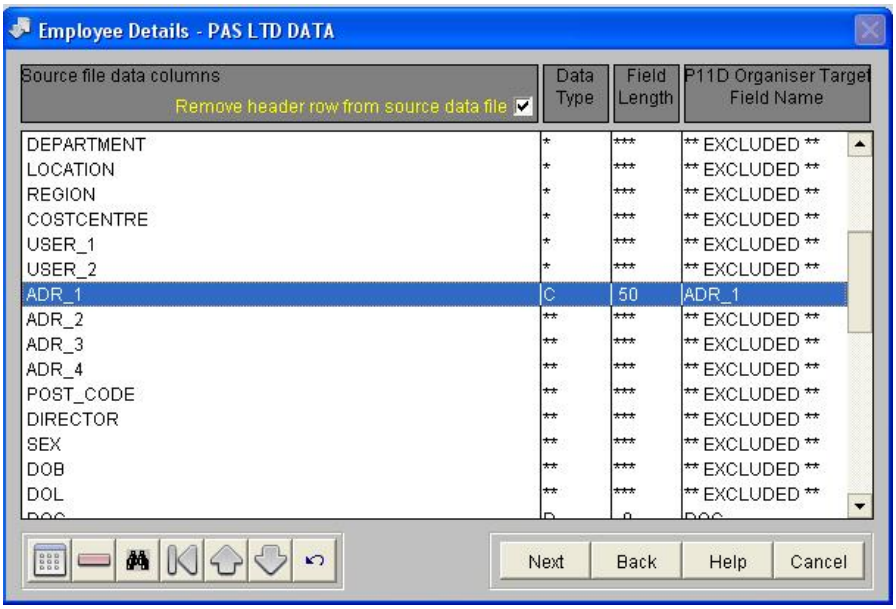

Employee Details - PAS LTD DATA
Source file data columns
Remove header row from source data file
Data Type
Field Length
P11D Organiser Target Field Name
DEPARTMENT * *** ** EXCLUDED **
LOCATION * *** ** EXCLUDED **
REGION * *** ** EXCLUDED **
COSTCENTRE * *** ** EXCLUDED **
USER_1 * *** ** EXCLUDED **
USER_2 * *** ** EXCLUDED **
ADR_1 C 50 ADR_1
ADR_2 ** *** ** EXCLUDED **
ADR_3 ** *** ** EXCLUDED **
ADR_4 ** *** ** EXCLUDED **
POST_CODE ** *** ** EXCLUDED **
DIRECTOR ** *** ** EXCLUDED **
SEX ** *** ** EXCLUDED **
DOB ** *** ** EXCLUDED **
DOL ** *** ** EXCLUDED **
Next
Back
Help
Cancel

Fig. 5

o Import Wizard STEP 4

The system will now display the next **Employee Details** screen in the import wizard and the selected **Key Field** will be displayed in a Red column together with your selected data in the other columns. (see Fig. 6 below)

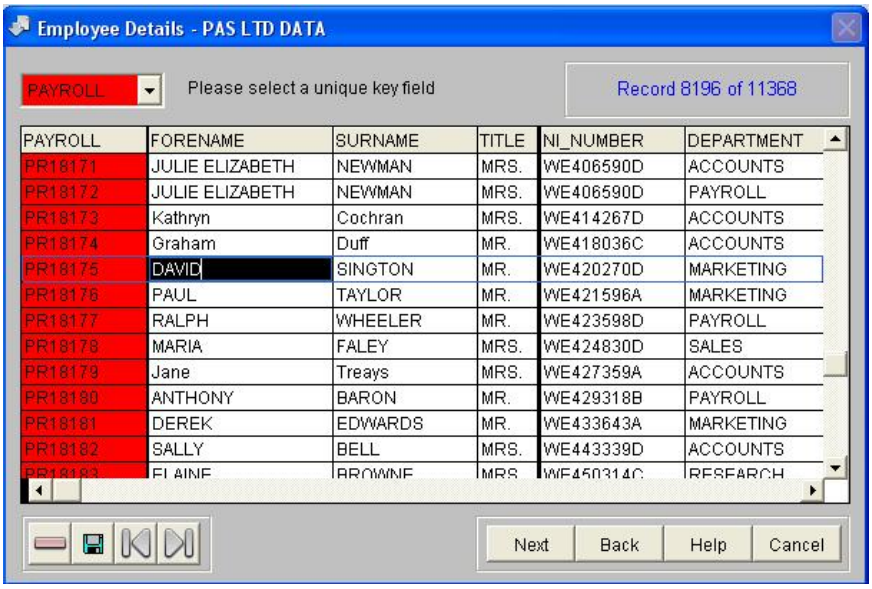

Employee Details - PAS LTD DATA
PAYROLL
Please select a unique key field
Record 8196 of 11368
PAYROLL FORENAME SURNAME TITLE NI_NUMBER DEPARTMENT
PR18171 JULIE ELIZABETH NEWMAN MRS. WE406590D ACCOUNTS
PR18172 JULIE ELIZABETH NEWMAN MRS. WE406590D PAYROLL
PR18173 Kathryn Cochran MRS. WE414267D ACCOUNTS
PR18174 Graham Duff MR. WE418036C ACCOUNTS
PR18175 DAVID SINGTON MR. WE420270D MARKETING
PR18176 PAUL TAYLOR MR. WE421596A MARKETING
PR18177 RALPH WHEELER MR. WE423598D PAYROLL
PR18178 MARIA FALEY MRS. WE424830D SALES
PR18179 Jane Treays MRS. WE427359A ACCOUNTS
PR18180 ANTHONY BARON MR. WE429318B PAYROLL
PR18181 DEREK EDWARDS MR. WE433643A MARKETING
PR18182 SALLY BELL MRS. WE443339D ACCOUNTS
Next
Back
Help
Cancel

Fig. 6

Click the **NEXT** button to run the system import validation checks and

proceed to the final stage of the Import wizard.

The system will now perform a series of validation checks and dependant on the results of the validation checks, (duplicate entries of the unique key field PAYROLL in the example displayed in Fig. 6 above) the system will either display a pop-up window to display the resulting records that will need to be removed to obey the validation rules (see Fig. 7 below) or will proceed to the final Import wizard screen if no invalid records are found.

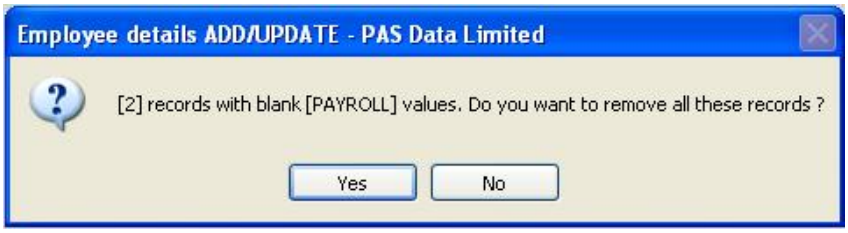

Employee details ADD/UPDATE - PAS Data Limited
[2] records with blank [PAYROLL] values. Do you want to remove all these records ?
Yes
No

Fig. 7

o Import Wizard STEP 5

The final part of the import process confirms the number of records the system is importing. (As demonstrated in Fig. 8 below)

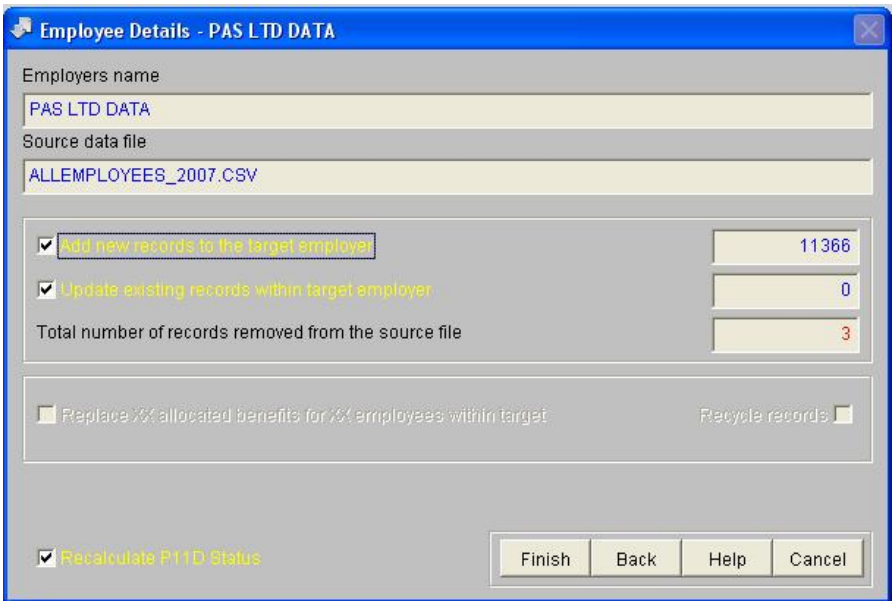


Fig. 8

To finalise the import process and commit the data to the system, click the **Finish** button and the system will confirm the final number of records imported in a pop-up window. Click **YES** to the pop-up window (see Fig. 9 below) and the import process will have been carried out successfully. The resulting number of records will be added/updated in the system.

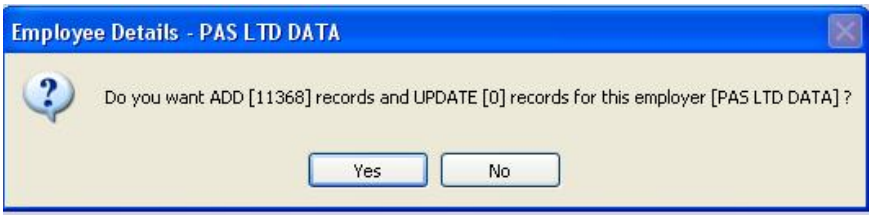


Fig. 9

12 Importing - Advanced Functionality

12.1 Validation of data – Colour Coding

During the import process, the system runs a series of validation rules to ensure that the data imported into the system is in a valid form and as accurate as possible. A number of error messages may be displayed to point out any irregularities in the source data. The majority of potential problem data is colour-coded as a visual aide, and the import wizard will not allow you to proceed to the next stage until the problem records are rectified or removed from the import. (see fig. 10 below)

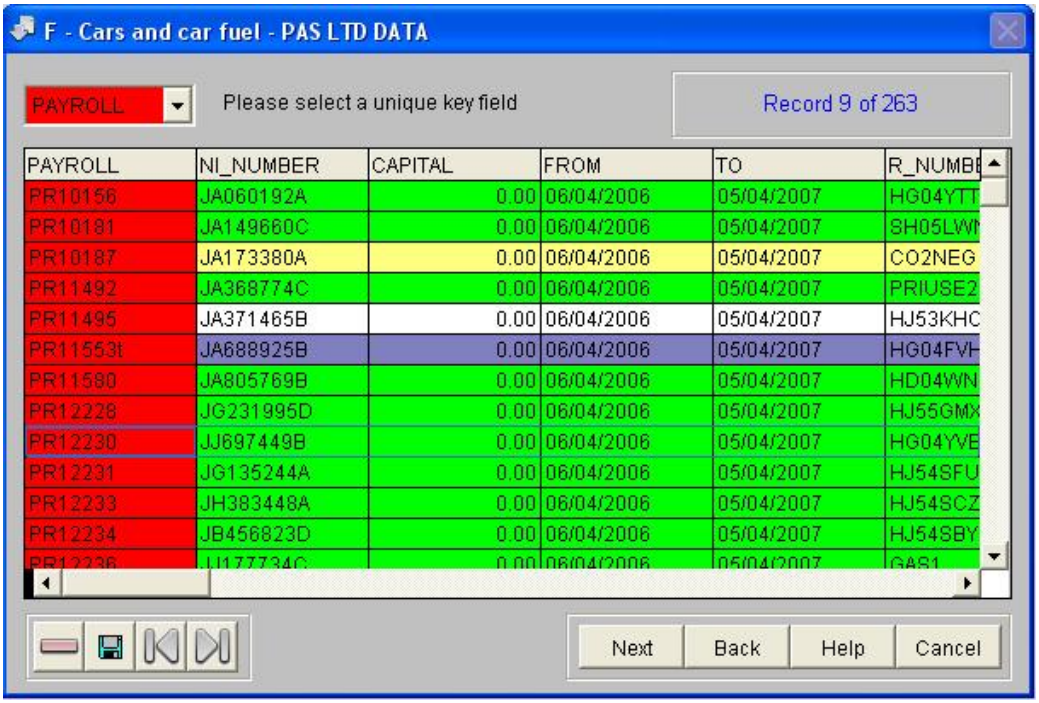


Fig. 10

The table below explains the colour codes displayed during the import process

Validation	Colour Code	Validation Issue	Recommended Steps
New Record	White	None	None (system will create a New & Valid record)
Updated Record	Green	None	None (system will update existing valid record(s)
Unknown Asset or Benefit description	Yellow	Non-Existing Asset or Description (e.g. Car allocation import file where the car is not recognised by the system, or a Medical Insurance benefit import where a new Benefit Description/misspelling is being introduced to the system)	1. Answer **YES** to the resulting pop-up screen to let the system remove the record(s) and import the valid records only. 2. Import the Vehicle(s) using the Company Car Details import wizard.

			3. Re-import the Car Allocations (Section F) which will now recognise the vehicle.
Unknown employee record	Purple	Employee does not exist in the system	1. Answer **YES** to the resulting pop-up screen to let the system remove the record(s) 2. Import employee record(s) using the Employee Details import wizard. 3. Re-import the Car Allocations (Section F) data, which will now recognise the employee.
Exclusive Use by Employee ID	NONE	The import file contains car allocations to an employee for non-exclusive dates of availability. (i.e. overlapping dates of availability) The Available FROM and TO dates should be checked for any replacement car allocations contained in the import file) The file may contain a duplicate entry (i.e. the same car is being allocated to the same employee for the same period)	1. Answer **YES** to the resulting pop-up screen to let the system remove the record(s) 2. Make the necessary changes to the available FROM & TO dates in the file the system has created in the ERR folder. 3. Import the File containing the valid available From & To dates.
Exclusive Use by Registration Number	NONE	The import file contains car allocations by REGISTRATION NUMBER to a number of different employees for non-exclusive periods of availability. (i.e. A car is being used by a number of employees for non-exclusive allocation periods) The Available FROM and TO dates need to be checked for all allocations of the car contained in the import file)	1. Answer **YES** to the resulting pop-up screen to let the system remove the record(s) 2. Make the necessary changes to the available FROM & TO dates in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid available From & To dates.

12.2 Over Lap Days

During the import process the system provides an option to select an automated adjustment tool to correct car allocations that contain an invalid period of availability. e.g. Car 1 available from 06/04/2006 to 01/11/2006 and replacement Car 2 available from 01/11/2006 to 05/04/2007 has overlap of 1 day.

The system assumes that the available FROM date(s) are accurate and will make the necessary changes to the available TO date(s) to correct the overlap.

A selection of over-lap days can be set between 1 and 365.

This will automate any validation issues and replace the TO date for any records that are present in the import source file.

Changes made by this validation tool are able to be viewed in the import log file with a STATUS entry of “TODATE{15/11/20” to denote a record that has been changed from 15/11/2006 to a corrected date.

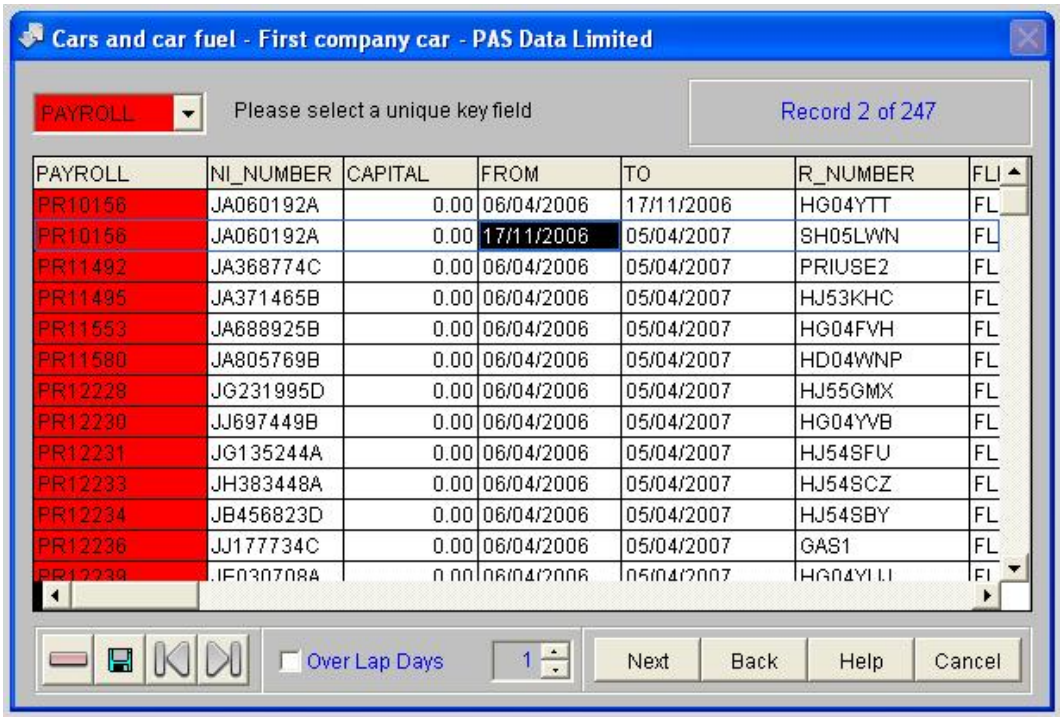
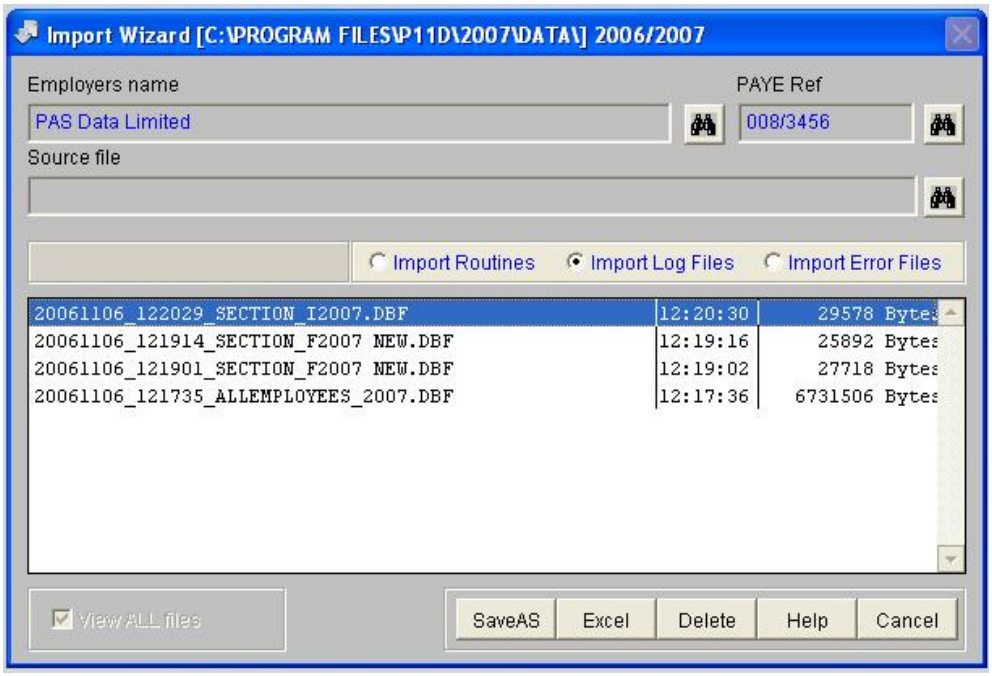


Fig. 11

12.3 Auto Process Import Routines

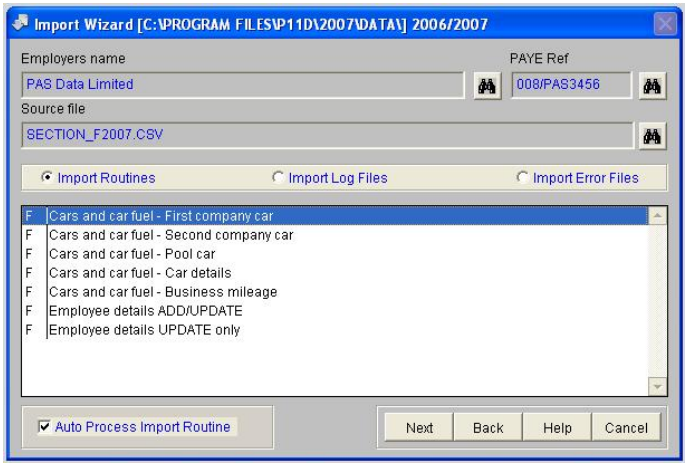
Once an import routine has been successfully run, the system creates log files to record the routine. Along with the log file, an additional .mem file is created to record the settings that the import processes carried out. The .mem files are created to record:-

- The Import Routine run (e.g Car Details)
- The field match selections made (e.g. Reg Number to R_Number)
- The field exclusions made
- The validation rule settings made.
- The optional settings made (e.g. overlap days, data backup etc)



To activate the Auto Process, select and double-click on an existing log file, click YES to the resulting pop-up window.

The system will display an Auto Process Import Routine check-box which should be selected.



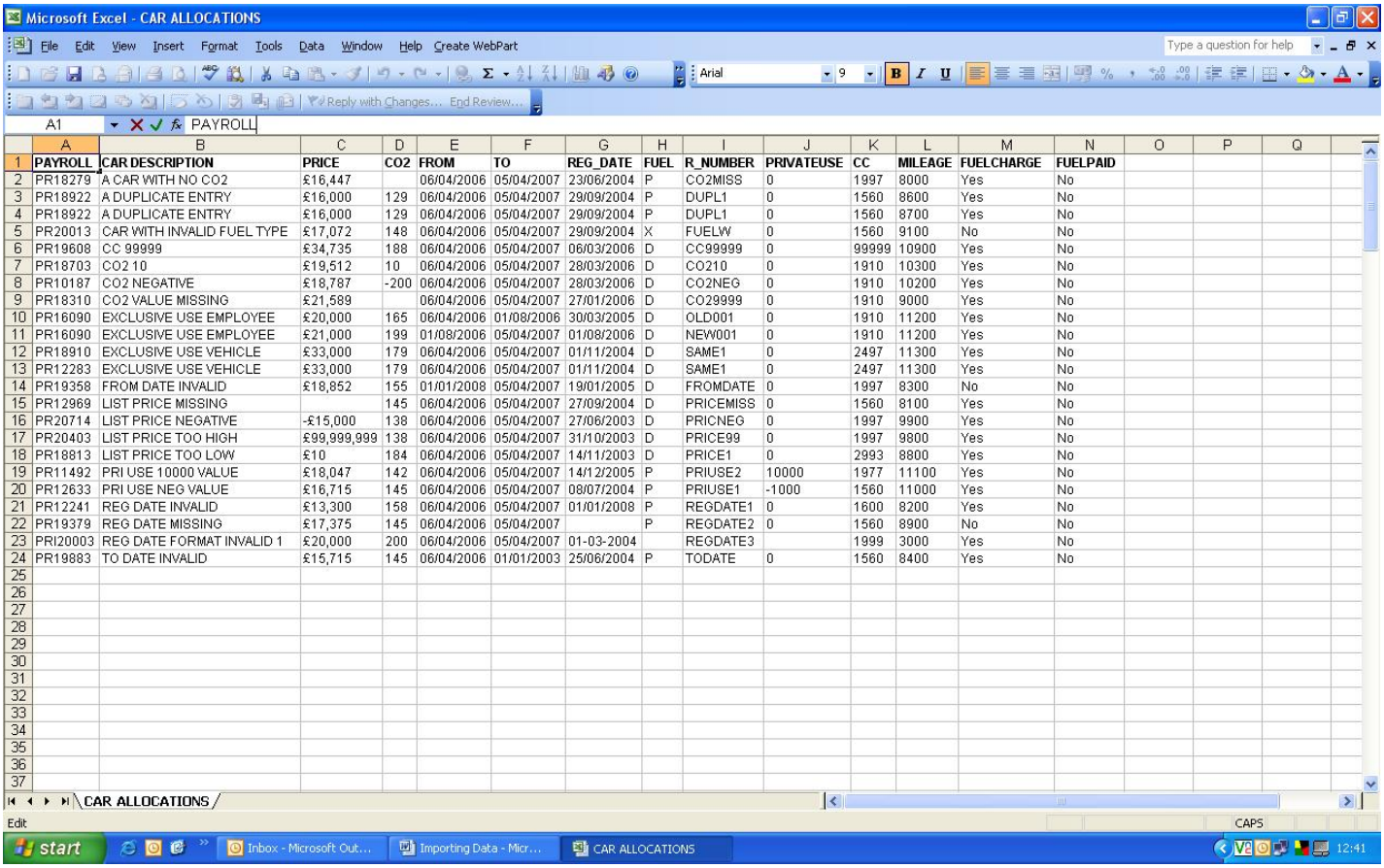
The import routine associated with the selected .mem file will be loaded and can then be set to proceed with the minimal of user intervention.

The import routine will run through and finish at the final import screen prior to committing the data to the system. (dependant on the existence of invalid records)

12.4 Validation of data – Pop-up Messages

Beyond the validation rules described above, the system also runs validation rules on a number of additional data fields to ensure that invalid data is not imported into the system and therefore used to miscalculate any benefits.

To illustrate this validation process, please see the example Company Car Spreadsheet below in Fig. 12 and the following tables that explain the validation messages that the system uses.

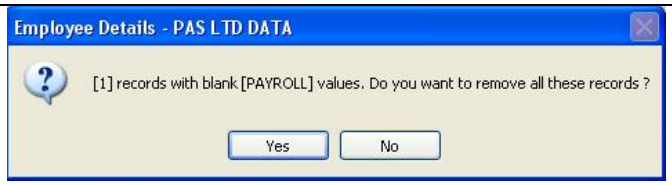


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	PAYROLL	CAR DESCRIPTION	PRICE	CO2	FROM	TO	REG_DATE	FUEL	R_NUMBER	PRIVATEUSE	CC	MILEAGE	FUELCHARGE	FUELPAID			
2	PR18279	A CAR WITH NO CO2	£16,447		06/04/2006	05/04/2007	23/06/2004	P	CO2MISS	0	1997	8000	Yes	No			
3	PR18922	A DUPLICATE ENTRY	£16,000	129	06/04/2006	05/04/2007	29/09/2004	P	DUPL1	0	1560	8600	Yes	No			
4	PR18922	A DUPLICATE ENTRY	£16,000	129	06/04/2006	05/04/2007	29/09/2004	P	DUPL1	0	1560	8700	Yes	No			
5	PR20013	CAR WITH INVALID FUEL TYPE	£17,072	148	06/04/2006	05/04/2007	29/09/2004	X	FUELW	0	1560	9100	No	No			
6	PR19608	CC 99999	£34,735	188	06/04/2006	05/04/2007	06/03/2006	D	CC99999	0	99999	10900	Yes	No			
7	PR18703	CO2 10	£19,512	10	06/04/2006	05/04/2007	28/03/2006	D	CO210	0	1910	10300	Yes	No			
8	PR10187	CO2 NEGATIVE	£18,787	-200	06/04/2006	05/04/2007	28/03/2006	D	CO2NEG	0	1910	10200	Yes	No			
9	PR18310	CO2 VALUE MISSING	£21,589		06/04/2006	05/04/2007	27/01/2006	D	CO29999	0	1910	9000	Yes	No			
10	PR16090	EXCLUSIVE USE EMPLOYEE	£20,000	165	06/04/2006	01/08/2006	30/03/2005	D	OLD001	0	1910	11200	Yes	No			
11	PR16090	EXCLUSIVE USE EMPLOYEE	£21,000	199	01/08/2006	05/04/2007	01/08/2006	D	NEW001	0	1910	11200	Yes	No			
12	PR18910	EXCLUSIVE USE VEHICLE	£33,000	179	06/04/2006	05/04/2007	01/11/2004	D	SAME1	0	2497	11300	Yes	No			
13	PR12283	EXCLUSIVE USE VEHICLE	£33,000	179	06/04/2006	05/04/2007	01/11/2004	D	SAME1	0	2497	11300	Yes	No			
14	PR19358	FROM DATE INVALID	£18,852	155	01/01/2008	05/04/2007	19/01/2005	D	FROMDATE	0	1997	8300	No	No			
15	PR12969	LIST PRICE MISSING		145	06/04/2006	05/04/2007	27/09/2004	D	PRICEMISS	0	1560	8100	Yes	No			
16	PR20714	LIST PRICE NEGATIVE	-£15,000	138	06/04/2006	05/04/2007	27/06/2003	D	PRICNEG	0	1997	9900	Yes	No			
17	PR20403	LIST PRICE TOO HIGH	£99,999,999	138	06/04/2006	05/04/2007	31/10/2003	D	PRICE99	0	1997	9800	Yes	No			
18	PR18813	LIST PRICE TOO LOW	£10	184	06/04/2006	05/04/2007	14/11/2003	D	PRICE1	0	2993	8800	Yes	No			
19	PR11492	PRI USE 10000 VALUE	£18,047	142	06/04/2006	05/04/2007	14/12/2005	P	PRIUSE2	10000	1977	11100	Yes	No			
20	PR12633	PRI USE NEG VALUE	£16,715	145	06/04/2006	05/04/2007	08/07/2004	P	PRIUSE1	-1000	1560	11000	Yes	No			
21	PR12241	REG DATE INVALID	£13,300	158	06/04/2006	05/04/2007	01/01/2008	P	REGDATE1	0	1600	8200	Yes	No			
22	PR19379	REG DATE MISSING	£17,375	145	06/04/2006	05/04/2007		P	REGDATE2	0	1560	8900	No	No			
23	PRI20003	REG DATE FORMAT INVALID 1	£20,000	200	06/04/2006	05/04/2007	01-03-2004		REGDATE3		1999	3000	Yes	No			
24	PR19883	TO DATE INVALID	£15,715	145	06/04/2006	01/01/2003	25/06/2004	P	TODATE	0	1560	8400	Yes	No			
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	

Fig. 12

12.5 Validation – Employee Details Import

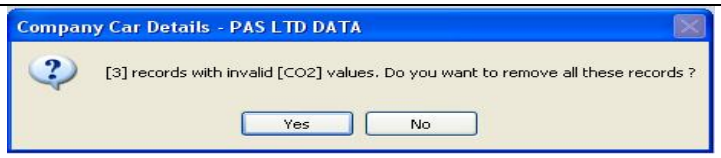
Below is a table that helps to explain the pop-up validation windows that may be displayed during an Employees Details Import.

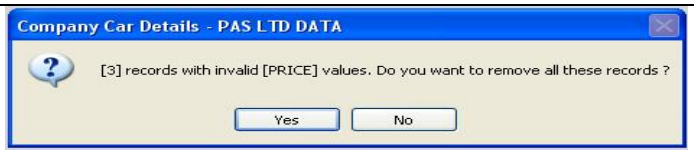
Validation	**Blank Employee Key Field**
Pop-up Window	
Validation Issue	The Import file has a blank or missing Employee ID (Payroll or NI Number)
Validation Parameters	Payroll or National Insurance Number field must contain a value.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the Payroll or NI Number value to the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

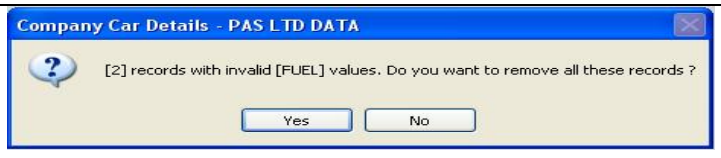
Validation	**Duplicate Employee Key Field**
Pop-up Window	
Validation Issue	The Import file contains duplicate Employee ID records (Payroll number or NI Number)
Validation Parameters	Payroll or National Insurance Number field must contain a unique value.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Refer to the file the system has created in the ERR folder to satisfy yourself that the entry was a complete duplicate. If so no further steps are necessary (as the system should only create 1 record per valid employee)

12.6 Validation – Company Car Details Import

Below is a table that helps to explain the pop-up validation windows that may be displayed during a Company Car Details Import.

Validation	**CO2 Value Invalid**
Pop-up Window	
Validation Issue	The value contained in the import file has a value that would result in miscalculation.
Validation Parameters	Dependant on the car's fuel type; Registered date must be equal to or greater than 01/01/1998. Vehicle Co2 value must be within the range of 1 to 9999 and must not contain a negative value.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the CO2 value to the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

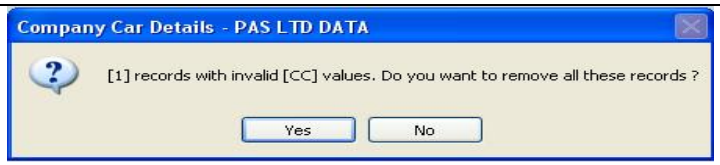
Validation	**List Price Invalid**
Pop-up Window	
Validation Issue	The value contained in the import file has a value that would result in miscalculation
Validation Parameters	Vehicle List Price must be within the range of 1001 to 9999999.99 and must not contain a negative value.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the PRICE value in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

Validation	**Fuel Type Invalid**
Pop-up Window	
Validation Issue	The value contained in the import file has a value that would result in miscalculation. (See the Company Car Details section for further information on the valid fuel types available)

Validation Parameters	Vehicle Fuel Type value must be one of the prescribed: P, D, L, E, H, B or C (refer to HMRC classification for details)
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the FUEL value in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

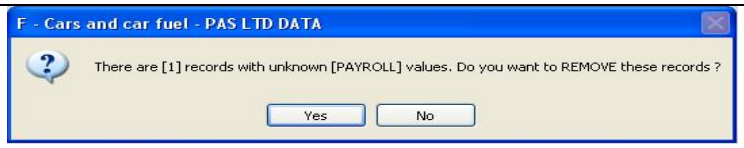
Validation	**Registered Date Invalid**
Pop-up Window	
Validation Issue	The value contained in the import file has a value that would result in miscalculation (the formatting of the dates may be incorrect or contain dates outside the system's acceptable date range parameters)
Validation Parameters	FORMAT: Date format must be dd/mm/yyyy RANGE: not less than 01/01/1920 RANGE: not greater than the system date (today's date)
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the REG DATE value in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

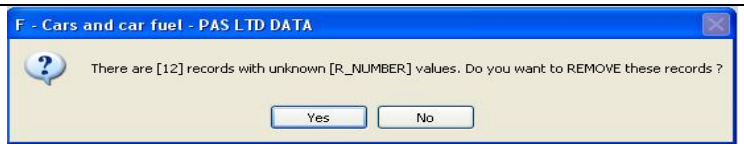
Validation	**Duplicate Key Field**
Pop-up Window	
Validation Issue	Duplicate record(s) found in the import file.
Validation Parameters	Vehicle Registration Number field must contain a unique value.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Refer to the file the system has created in the ERR folder to satisfy yourself that the entry was a complete duplicate. If so no further steps are necessary (as the system should only create 1 record per valid vehicle)

Validation	CC Invalid
Pop-up Window	
Validation Issue	The value contained in the import file has a value that would result in miscalculation
Validation Parameters	Vehicle cc must be within the range of 0 to 9999 and must not contain a negative value or be blank. (linked to fuel type)
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the CC value in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

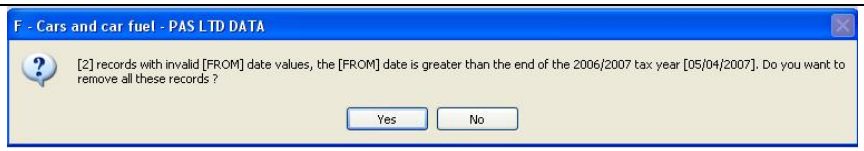
12.7 Validation – Section F (Cars & Car Fuel - First Company Car)

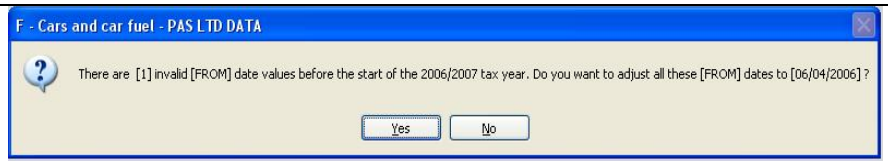
Below is a table that helps to explain the pop-up validation windows that may be displayed during a Section F (Company Car Allocation) Import.

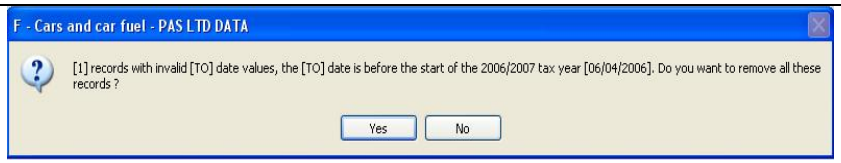
Validation	Unknown Payroll Value
Pop-up Window	
Validation Issue	The system cannot find a match for the employee(s) ID used in the import file and will therefore be unable to make the vehicle allocation.
Validation Parameters	File must contain a known employee key ID of either Payroll or National Insurance Number.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the PAYROLL NUMBER value(s) in the file the system has created in the ERR folder or Import Employee records using the Employee Details Import routine. 3. Import the File from the ERR folder which will now contain valid values.

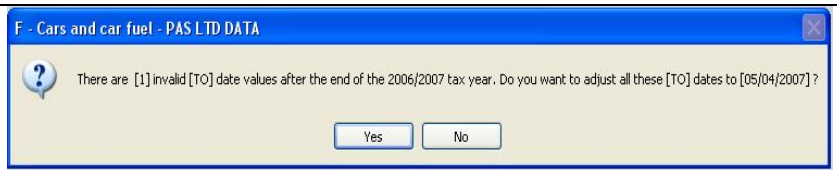
Validation	Unknown Registration Number
Pop-up Window	

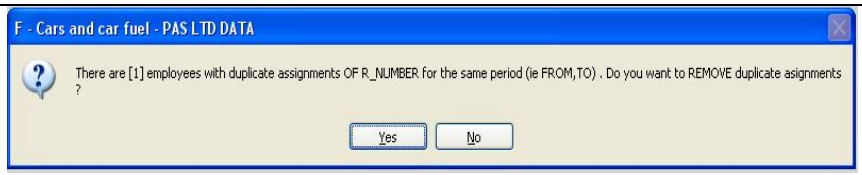
Validation Issue	The system cannot find a match for the vehicle(s) ID used in the import file and will therefore be unable to make the vehicle allocation.
Validation Parameters	File must contain a known vehicle key ID of Registration Number.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the REGISTRATION NUMBER value(s) in the file the system has created in the ERR folder or Import the CAR DETAILS records using the Company CAR DETAILS Import routine. 3. Import the File from the ERR folder which will now contain valid values.

Validation	**Invalid available FROM date(s)**
Pop-up Window	
Validation Issue	The Import file contains Available FROM date(s) that are AFTER the end of the Tax Year.
Validation Parameters	RANGE: not greater than the end of the selected Tax Year (05/04/2007)
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the AVAILABLE FROM value(s) in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

Validation	**Invalid available FROM date(s)**
Pop-up Window	
Validation Issue	The Import file contains Available FROM date(s) that are BEFORE the Start of the Tax Year.
Validation Parameters	RANGE: not less than the beginning of the selected Tax Year (06/04/2006)
Recommended Steps	Answer **YES** to the resulting pop-up window to let the system change any invalid dates with a default date of 06/04/2006

Validation	**Invalid available TO date(s)**
Pop-up Window	
Validation Issue	The Import file contains Available TO date(s) that are BEFORE the start of the Tax Year.
Validation Parameters	RANGE: not less than the beginning of the selected Tax Year (06/04/2006)
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes to the AVAILABLE TO value(s) in the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

Validation	**Invalid available TO date(s)**
Pop-up Window	
Validation Issue	The Import file contains Available TO date(s) that are AFTER the End of the Tax Year.
Validation Parameters	RANGE: not greater than the end of the selected Tax Year (06/04/2006)
Recommended Steps	Answer **YES** to the resulting pop-up window to let the system change any invalid dates with a default date of 05/04/2007

Validation	**Duplicate Vehicle Assignments**
Pop-up Window	
Validation Issue	The Import file contains DUPLICATE records (The same employee allocated to the same vehicle for the same period)
Validation Parameters	Exclusive allocation of car record required.
Recommended Steps	1. Answer **YES** to the resulting pop-up window to let the system remove the record(s) 2. Make the necessary changes (if any) to the file the system has created in the ERR folder. 3. Import the File from the ERR folder which will now contain valid values.

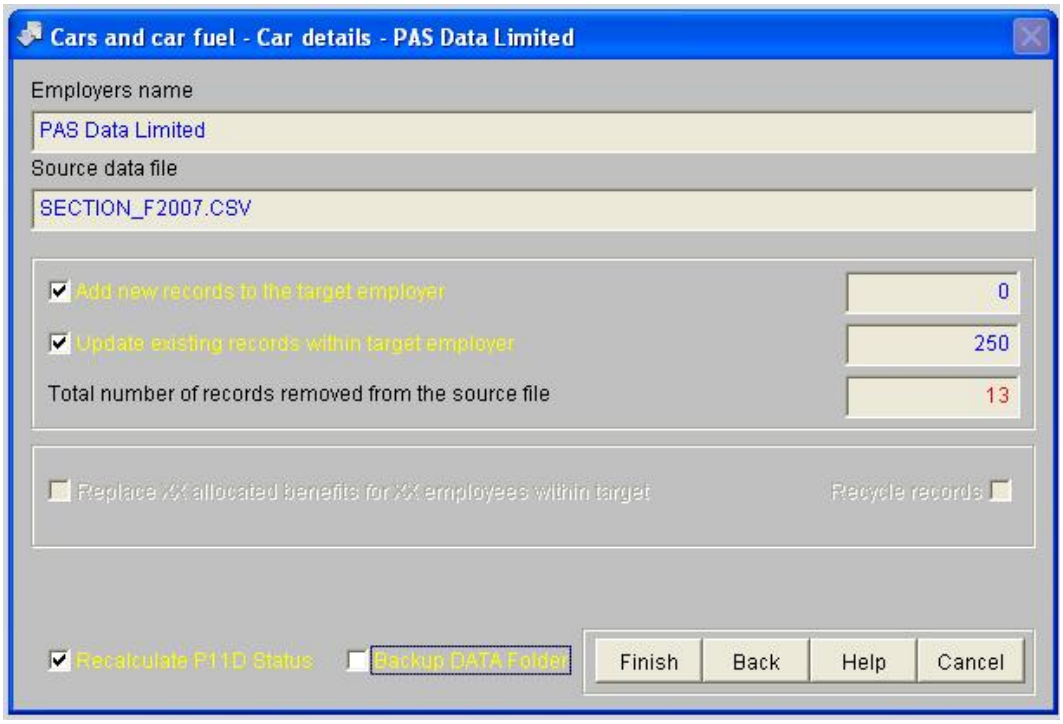


Fig. 13

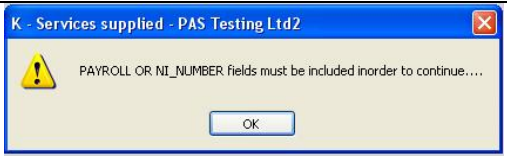
The final screen for the Import wizard displays the total number of records the system will remove from the source file during the import process applying the validation rules. (Fig. 13 above)

The system will then create a unique file of these validation errors and save the file in the systems' **ERR** folder. The default path of the ERR folder will be;

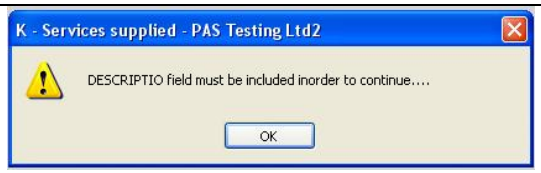
C:\Program Files\P11D\IMPORT\20062007\ERR

12.8 Validation – Other benefit & expenses sections & other common validation issues

Below is a table that helps to explain the pop-up validation windows that may be displayed during the other benefit & expenses Import routines. Section K – Services Supplied has been used in this example, but these validation rules will be common to most other P11D section import routines also.

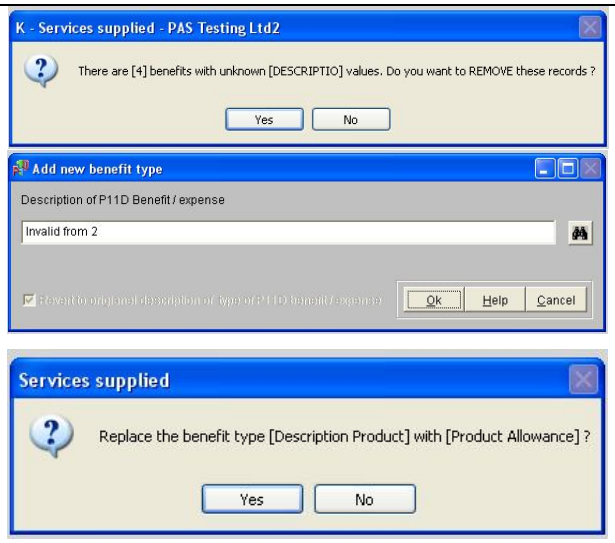
Validation	**Employee Key ID required**
Pop-up Window	
Validation Issue	The system requires the Import file to contain a Valid employee ID (Payroll or NI Number) in order to target the benefit to the correct employee.

Validation Parameters	A selection of Key Employee ID must be included in selected Import routine.
Recommended Steps	Click the **OK** button and select a valid employee ID (Ni Number or Payroll Number) using the **Select Target Field** pop-up window. (If the source file you are using does not contain a column for Payroll or NI Number, cancel the import, insert a column in the source file containing either of these and begin the import routine again)

Validation	**Description of benefit field required**
Pop-up Window	
Validation Issue	The system requires the Import file to contain a Benefit Description.
Validation Parameters	A selection of Benefit Description must be included in selected Import routine.
Recommended Steps	Click the **OK** button and select the benefit description using the **Select Target Field** pop-up window. (If the source file you are using does not contain a column for description, cancel the import, insert a column in the source file and begin the import routine again)

Validation	**FROM and TO fields must be included**
Pop-up Window	
Validation Issue	The system requires the Import file to contain the dates FROM and TO that the benefit was made available to the employee.
Validation Parameters	Dates of Benefit allocation must be Included in selected Import routine.
Recommended Steps	Click the **OK** button and select the FROM & TO dated using the **Select Target Field** pop-up window. (If the source file you are using does not contain columns for FROM & TO, cancel the import, insert a column in the source file containing these values and begin the import routine again)

Validation	**PREMIUM field must be included in selected Import routine.**
Pop-up Window	
Validation Issue	The system requires the Import file to contain a value for the PREMIUM (benefit value)
Validation Parameters	Benefit Value must be Included in selected Import routine.
Recommended Steps	Click the **OK** button and select the PREMIUM using the **Select Target Field** pop-up window. (If the source file you are using does <u>not</u> contain a column for Premium, cancel the import, insert a column in the source file containing this value and begin the import routine again)

Validation	**BENEFIT DESCRIPTION New or Unknown**
Pop-up Window	
Validation Issue	The Import source file has benefit descriptions that are unknown to the system. This may be the result of a miss-spelt benefit description or a valid description that has not yet been introduced to system.
Validation Parameters	Check for known benefit descriptions
Recommended Steps	**OPTION 1** 1. Click **YES** to remove any unrecognised descriptions. 2. Make the necessary changes (if any) to the file the system has created in the ERR folder. 3. Re-Import the File which will now contain valid values **OPTION 2** Click **NO** and select a <u>replacement</u> benefit description from the resulting pop-up window. This window displays all existing descriptions that have been previously entered in the system for the P11D Section selected.

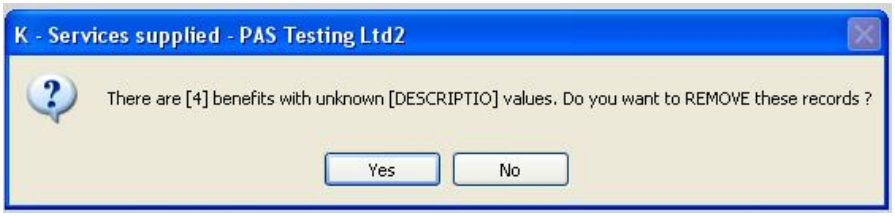
12.9 Adding Benefit Descriptions

The Import source file may contain benefit descriptions that are perfectly valid but are unknown to the system. The import validation rules will identify these descriptions and provide you with an option to add them during the import process. (see option 2 above)

Any unknown benefit descriptions will be easily recognised and highlighted as Yellow records. When clicking the NEXT button to proceed to the next part of the import wizard, the system will display a pop-up window to ask how you want to proceed with the validation issues it has found.

To add new descriptions follow these steps:

1. Click **NO** to the pop-up window


K - Services supplied - PAS Testing Ltd2
There are [4] benefits with unknown [DESCRIPTIO] values. Do you want to REMOVE these records ?
Yes
No

2. Click **OK** on the following pop-up window

3. Click **YES** to the following pop-up window

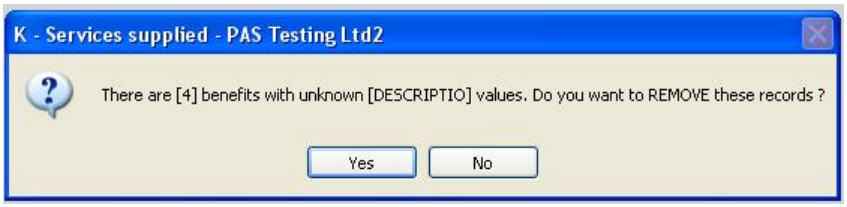
Private medical treatment or insurance
Add new benefit type [Family Medical Insurance 2007] for the tax year 2006/2007 ?
Yes
No

12.10 Replacement Benefit Descriptions

The Import source file may contain benefit descriptions that are perfectly valid but are unknown to the system. The import validation rules will identify these descriptions and provide you with an option to add them during the import process. (see option 2 above)

Any unknown benefit descriptions will be easily recognised and highlighted as Yellow records. When clicking the NEXT button to proceed to the next part of the import wizard, the system will display a pop-up window to ask how you want to proceed with the validation issues it has found.

1. Click **NO** to the pop-up window


K - Services supplied - PAS Testing Ltd2
There are [4] benefits with unknown [DESCRIPTIO] values. Do you want to REMOVE these records ?
Yes
No

2. Click the **BROWSE** (binocular) button to view existing benefit descriptions for the P11D section importing

Add new benefit type
Description of P11D Benefit / expense
Family Medical Insurance 2007
Revert to original description of type of P11D benefit / expense
Ok
Help
Cancel

3. Make a selection to replace the description and click the **OK** button.

4. Click **YES** to the following pop-up window to confirm

Private medical treatment or insurance
Replace the benefit type [Single Medical Insurance] with [Bupa Single Cover] ?
Yes
No

12.11 Import Log and Error files

During the import process, the system will perform a number of data validation checks to ensure that erroneous records contained within the source data are excluded from the import process. The system creates a log file of the import process run and an error file containing any excluded records.

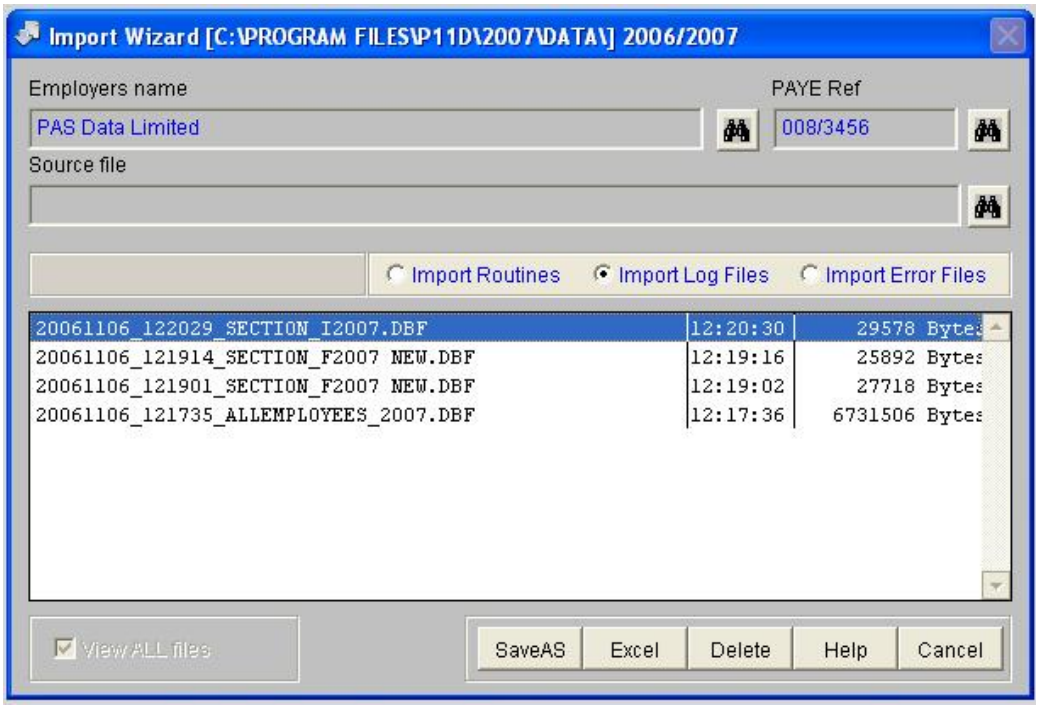


Fig. 14

12.12 Import Log Files

For each import routine carried out, the system will create a log file to confirm the status for each of the records processed during the import routine.

Each log file is uniquely named to reflect the date, time, and import routine run e.g. "20061106_122029_SECTION_I2007.DBF" is a log file created on the 6th November 2006 at 12.20 and 29 seconds using a source file named SECTIONI2007.

The log files can be saved using the **SaveA**S button, this will result in a pop-up box allowing you to save the file to any location and giving you a choice of .XLS, .DBF or .CSV as a file type save option.

Log files can be deleted using the systems **Delete** button.

Help can be accessed on this topic using the **Help** button.

The import process can be cancelled using the **Cancel** button.

The log files can be viewed in Microsoft Excel by clicking the **Excel** button, an example of this is displayed below in fig. 15. This example illustrates that the first 3 records were validated as containing an unknown benefit description and were manually deleted; the remaining records processed by the import routine (with a

blank status) were successfully updated as existing records as they contain a TRUE status in the ***UPD*** column and a FALSE status in the ***NEW*** column.

STATUS	UPD	NEW	NI_NUMBER	PAYROLL	DESCRIPTIO	NOTES	FROM	TO	PREMIUM	MADEGOOD
DELMANNUAL	FALSE	FALSE	JT714322C	PR14506	Invalid from date	Invalid from date	01/01/2003	05/04/2007	305.00	0.00
DELMANNUAL	FALSE	FALSE	YY468537B	PR20591	invalid to date	invalid to date	06/04/2006	01/01/2008	305.00	0.00
DELMANNUAL	FALSE	FALSE	YH275471C	PR19319	made good exceeds premium	made good exceec	06/04/2006	05/04/2007	305.00	500.00
	TRUE	FALSE	YL515338C	PR19550	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NA370539D	PR14845	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	JE863092A	PR21271	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	YY541310D	PR20607	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NW607581B	PR21320	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NS323421C	PR16423	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	YM565626D	PR19674	Private Medical Insurance		06/04/2006	05/04/2007	156.00	0.00
	TRUE	FALSE	WP071923A	PR18989	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	WM633584C	PR18895	Private Medical Insurance		06/04/2006	05/04/2007	137.00	0.00
	TRUE	FALSE	NH188046D	PR15412	Private Medical Insurance		06/04/2006	05/04/2007	727.00	0.00
	TRUE	FALSE	NM876662B	PR15784	Private Medical Insurance		06/04/2006	05/04/2007	140.00	0.00
	TRUE	FALSE	YM654657A	PR19686	Private Medical Insurance		06/04/2006	05/04/2007	304.00	0.00
	TRUE	FALSE	YZ931587C	PR20796	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NY864126D	PR21343	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	ZY965799A	PR21051	Private Medical Insurance		06/04/2006	05/04/2007	156.00	0.00
	TRUE	FALSE	NP706791B	PR16000	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	YX603734A	PR20450	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NS494167C	PR16469	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	JS367088A	PR14092	Private Medical Insurance		06/04/2006	05/04/2007	47.00	0.00
	TRUE	FALSE	JC686992A	PR21252	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	YW048760B	PR20217	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	JT542264A	PR14444	Private Medical Insurance		06/04/2006	05/04/2007	156.00	0.00
	TRUE	FALSE	YX601298D	PR20448	Private Medical Insurance		06/04/2006	05/04/2007	156.00	0.00
	TRUE	FALSE	JM425526C	PR13009	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	NZ784283C	PR16930	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	YL545818C	PR19554	Private Medical Insurance		06/04/2006	05/04/2007	93.00	0.00
	TRUE	FALSE	JH520477B	PR21286	Private Medical Insurance		06/04/2006	05/04/2007	165.00	0.00
	TRUE	FALSE	WM722402A	PR18912	Private Medical Insurance		06/04/2006	05/04/2007	305.00	0.00
	TRUE	FALSE	JK052238C	PR12415	Private Medical Insurance		06/04/2006	05/04/2007	137.00	0.00

Fig. 15

12.13 Import Error Files

For each import routine that is carried out that contains records that fail the systems' validation rules, an error file is created to confirm the status for each of the records excluded by the particular import routine.

Each Error file is uniquely named to reflect the date, time, and import routine run e.g. "20061108_141309_section_f2007.DBF" is a log file created on the 8th November 2006 at 14.13 and 09 seconds using a source file named section_f2007.

The error files can be saved using the **SaveAS** button, this will result in a pop-up box allowing you to save the file to any location and giving you a choice of .XLS, .DBF or .CSV as a file type save option.

The error files can be viewed in Microsoft Excel by clicking the **Excel** button.

Log files can be deleted using the systems **Delete** button.

Help can be accessed on this topic using the **Help** button.

The import process can be cancelled using the **Cancel** button.

The STATUS column of the Log files will always contain one of the following descriptions to confirm the status for each of the records processed during the import routine.

Description	**Explanation**
DELMANUAL	Manually deleted record(s) that the system identified as containing unknown or invalid data.
BLANK	No validation error encountered.
CO2VALUE	Record(s) selected to be automatically removed as the source data file contained Car CO2 data in an invalid form.
PRICEVALUE	Record(s) selected to be automatically removed as the source data file contained Car List price data in an invalid form.
REGISTEREDVALUE	Record(s) selected to be automatically removed as the source data file contained Car registered date data in an invalid form.
CCVALUE	Record(s) selected to be automatically removed as the source data file contained cubic capacity data in an invalid form.
DELDUPLICATE	Record(s) selected to be automatically removed as the source data file contained duplicate data.
FUELVALUE	Record(s) selected to be automatically removed as the source data file contained car fuel type data in an invalid form.
PAYROLL	Record(s) selected to be automatically removed as the source data file contained payroll number data in a blank, invalid or unknown form.
DESCRIPTIO	Record(s) selected to be automatically removed as the source data file contained an unknown benefit description.
R_NUMBER	Record(s) selected to be automatically removed as the source data file contained an unknown vehicle registration number.
NI_NUMBER	Record(s) selected to be automatically removed as the source data file contained an unknown or invalid National Insurance number.
FROM>M_Eyear	Record(s) selected to be automatically removed as the source data file contained benefit allocation FROM date in an invalid form. (From date greater than the End of the selected Tax year)
TO<M_Syear	Record(s) selected to be automatically removed as the source data file contained benefit allocation To date in an invalid form. (To date less than the start of the selected Tax year)
FROM<M_Syear	Record(s) selected to be automatically removed as the source data file contained benefit allocation FROM date in an invalid form. (From date less than the start of the selected Tax year)
TO>M_Eyear	Record(s) selected to be automatically removed as the source data file contained benefit allocation To date in an invalid form. (To date greater than the end of the selected Tax year)

FROM>TO	Record(s) selected to be automatically removed as the source data file contained benefit allocation FROM & TO dates in an invalid form. (FROM date greater than the TO date)
EMPTYFROM	Record(s) selected to be automatically removed as the source data file contained benefit allocation FROM date in an invalid form. (FROM date blank)
EMPTYTO	Record(s) selected to be automatically removed as the source data file contained benefit allocation FROM date in an invalid form. (TO date blank)
dd/mm/yyyy (e.g. 14/11/2007)	The system will display a date entry in the status column to display any date values that the system has changed as part of the exclusive use validation rules. The dates displayed will confirm any adjustments that the system has made obeying the settings in the overlap

13 Format of Import Spreadsheets

Below is a table of each of the system's import wizards, each of these has a different set of available of target fields that can be included in the import process.

Each import routine will require a '***Key field***' as a unique reference to which the remainder of the data is attached and associated to the correct employee. (National Insurance Number or Payroll Number in the case of employee data imports and Vehicle Registration Number in the case of Vehicle imports) These '***Key fields***' are displayed in the following tables in ***bold Italic type***.

Certain other fields must also be included in order for the import routine to correctly allocate/calculate benefits particular to individual import routines. These **Compulsory** fields are displayed in the tables as **bold** type.

The remainder of data that can be imported is categorised as Optional and is displayed in standard type.

13.1 Employee Details

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Address line 1	ADR_1	Character	50	Optional	
Address line 2	ADR_2	Character	50	Optional	
Address line 3	ADR_3	Character	50	Optional	
Address line 4	ADR_4	Character	50	Optional	
Cost Centre	COSTCENTRE	Character	10	Optional	
Department	DEPARTMENT	Character	15	Optional	
Director	DIRECTOR	Character	3	Optional	Yes/No
Date of Birth	DOB	Date	8	Optional	dd/mm/yyyy
Date of Commencement	DOC	Date	8	Optional	dd/mm/yyyy
Date of Leaving	DOL	Date	8	Optional	dd/mm/yyyy
E-mail address	EMAIL	Character	30	Optional	
Exempt from Class 1A	Exempt	Logic	1	Optional	
Fax Number	FAX	Character	15	Optional	
Forename	FORENAME	Character	20	Optional	
Initials	INITIALS	Character	5	Optional	
Location	LOCATION	Character	15	Optional	
Mobile Phone Number	MOBILE	Character	15	Optional	

Employee N I Number	***NI_NUMBER***	*Character*	*10*	*Key field*	
PAYE to date	PAYETODATE	Numeric	10	Optional	
Payroll Number	***PAYROLL***	*Character*	*20*	*Key field*	
Postcode	POST_CODE	Character	10	Optional	
Region	REGION	Character	30	Optional	
Salary	SALARY	Numeric	10	Optional	
Sex of employee	SEX	Character	1	Optional	M/F
Surname	SURNAME	Character	20	Optional	
Telephone Number	TELEPHONE	Character	15	Optional	
Title	TITLE	Character	5	Optional	Mr/Mrs/Miss/Ms
User defined field	USER_1	Character	15	Optional	
User defined field	USER_2	Character	15	Optional	

13.2 Employee Payroll Details

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Address line 1	ADR_1	Character	50	Optional	
Address line 2	ADR_2	Character	50	Optional	
Address line 3	ADR_3	Character	50	Optional	
Address line 4	ADR_4	Character	50	Optional	
Cost Centre	COSTCENTRE	Character	10	Optional	
Department	DEPARTMENT	Character	15	Optional	
Director	DIRECTOR	Character	3	Optional	Yes/No
Date of Birth	DOB	Date	8	Optional	dd/mm/yyyy
Date of Commencement	DOC	Date	8	Optional	dd/mm/yyyy
Date of Leaving	DOL	Date	8	Optional	dd/mm/yyyy
E-mail address	EMAIL	Character	30	Optional	
Exempt from Class 1A	Exempt	Logic	1	Optional	
Fax Number	FAX	Character	15	Optional	
Forename	FORENAME	Character	20	Optional	
Initials	INITIALS	Character	5	Optional	
Location	LOCATION	Character	15	Optional	
Mobile Phone Number	MOBILE	Character	15	Optional	
Employee N I Number	***NI_NUMBER***	*Character*	*10*	*Key field*	
PAYE to date	PAYETODATE	Numeric	10	Optional	
Payroll Number	***PAYROLL***	*Character*	*20*	*Key field*	
Postcode	POST_CODE	Character	10	Optional	
Region	REGION	Character	30	Optional	
Salary	SALARY	Numeric	10	Optional	
Sex of employee	SEX	Character	1	Optional	M/F
Surname	SURNAME	Character	20	Optional	
Telephone Number	TELEPHONE	Character	15	Optional	
Title	TITLE	Character	5	Optional	Mr/Mrs/Miss/Ms
User defined field	USER_1	Character	15	Optional	
User defined field	USER_2	Character	15	Optional	

13.3 Company Car Details

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Cubic Capacity	**CC**	Numeric	10	Compulsory	
Grams of CO2 per Km	**CO2**	Numeric	10	Compulsory	
Car Description	**DESCRIPTIO**	Character	50	Compulsory	
Optional Extras	EXTRAS	Numeric	10	Optional	
Fleet Number	FLEETNO	Character	15	Optional	
Type of Fuel	**FUEL**	Character	1	Compulsory	P or 1 = Petrol D = Diesel L = Euro4 H = Hybrid E = Electric B = BiFuel C = Retro
List price of car	**PRICE**	Numeric	10	Compulsory	
Date Car Registered	**REGISTERED**	Date	8	Compulsory	dd/mm/yyyy
Registration Number	***R_NUMBER***	*Character*	*10*	*Key field*	

13.4 Privately Owned Car Details

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Cubic Capacity	CC	Numeric	10	Optional	
Car Description	**DESCRIPTIO**	Character	50	Compulsory	
Optional Extras	EXTRAS	Numeric	10	Optional	
Type of Fuel	FUEL	Character	1	Optional	P = Petrol D = Diesel L = Euro4 H = Hybrid E = Electric B = BiFuel C = Retro
List Price	PRICE	Numeric	10	Optional	
Date car first registered	REGISTERED	Date	8	Optional	dd/mm/yyyy
Registration Number	***R_NUMBER***	*Character*	*10*	*Key field*	

13.5 Company Van Details

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Cubic Capacity	CC	Numeric	10	Optional	
Van Description	**DESCRIPTIO**	Character	50	Compulsory	
Optional Extras	EXTRAS	Numeric	10	Optional	
Type of Fuel	FUEL	Numeric or Character	1	Optional	P = Petrol D = Diesel L = Euro4 H = Hybrid E = Electric B = BiFuel C = Retro
List Price	PRICE	Numeric	10	Optional	
Date car first registered	REGISTERED	Date	8	Optional	dd/mm/yyyy
Registration Number	***R_NUMBER***	*Character*	*10*	*Key field*	

13.6 Cars and Car Fuel Second Company Cars

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Capital Contributions	CAPITAL	Numeric	10	Optional	
Fleet Number	FLEETNO	Character	15	Optional	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Fuel Repaid	FUELPAID	Character	1	Optional	
Payment of Fuel Scale Charge	FUELSCALE	Character	1	Optional	Y = Yes N = No
Business Mileage	MILEAGE	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
P46 Mileage Band	P46BAND	Numeric	1	Redundant	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Use Contribution	PRIVATEUSE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.7 Cars and Car Fuel Pool Cars

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Capital Contributions	CAPITAL	Numeric	10	Optional	
Fleet Number	FLEETNO	Character	15	Optional	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Fuel Repaid	FUELPAID	Character	1	Optional	
Payment of Fuel Scale Charge	FUELSCALE	Character	1	Optional	Y = Yes N = No
Business Mileage	MILEAGE	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
P46 Mileage Band	P46BAND	Numeric	1	Redundant	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Use Contribution	PRIVATEUSE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.8 Company Car Mileage

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Mileage from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Business Mileage	**MILEAGE**	Numeric	10	Compulsory	
Mileage Rate	MILESRATE	Numeric	1	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Addition notes	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Mileage	PRIVATE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Mileage to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.9 Privately Owned Car Mileage

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Mileage from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Business Mileage	**MILEAGE**	Numeric	10	Compulsory	
Mileage Rate	MILESRATE	Numeric	1	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Addition notes	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Mileage	PRIVATE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Mileage to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.10 Mileage Allowance Rate 1 (1-9 available)

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Mileage from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Business Mileage	**MILEAGE**	Numeric	10	Compulsory	
Mileage Rate	MILESRATE	Numeric	1	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Addition notes	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Mileage	PRIVATE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Mileage to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.11 Section A - Assets Transferred

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Value Of Benefit	**CASHEQV**	Numeric	10	Compulsory	
Benefit Date	**DATE**	Date	8	Compulsory	dd/mm/yyyy
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Amount Made Good	MADEGOOD	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	

13.12 Section B - Payments made on behalf of the employee

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Value Of Benefit	**CASHEQV**	Numeric	10	Compulsory	
Benefit Date	**DATE**	Date	8	Compulsory	dd/mm/yyyy
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional benefit description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	

13.13 Section C - Vouchers and Credit cards

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Value Of Benefit	**CASHEQV**	Numeric	10	Compulsory	
Benefit Date	**DATE**	Date	8	Compulsory	dd/mm/yyyy
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Amount Made Good	MADEGOOD	Numeric	10	Optional	
National Insurance Number	***NI_NUMBER***	Character	10	Key field	
Additional benefit description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	

13.14 Section E - Mileage Allowances

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Expense Payments	EXPENSES	Numeric	10	Optional	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Total Business Mileage	MILEAGE	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Use Contribution	PRIVATEUSE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.15 Section F – Cars and Car Fuel

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Capital Contributions	CAPITAL	Numeric	10	Optional	
Fleet Number	FLEETNO	Character	15	Optional	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Fuel Charge Repaid	FUELPAID	Character	1	Optional	
Payment of Fuel Scale Charge	FUELSCALE	Character	1	Optional	Y = Yes N = No
N I Number	***NI_NUMBER***	Character	10	Key field	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Use Contribution	PRIVATEUSE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.16 Section G - Vans

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format

Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Total Business Mileage	MILEAGE	Numeric	10	Optional	
Employee N I Number	***NI_NUMBER***	Character	10	Key field	
Payroll Number	***PAYROLL***	Character	20	Key field	
Private Use Contribution	PRIVATEUSE	Numeric	10	Optional	
Registration Number	***R_NUMBER***	Character	10	Key field	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy
Number of Users	USERS	Numeric	3	Optional	

13.17 Section H - Interest free and low interest loans

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Number of Joint Borrowers	BORROW	Numeric	1	Optional	
Closing Balance	**CLOSING**	Numeric	10	Compulsory	
Description of Loan	**DESCRIPTIO**	Character	50	Compulsory	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Amount Made Good	MADEGOOD	Numeric	10	Optional	
Maximum Balance	**MAXIMUM**	Numeric	10	Compulsory	
Miras Indicator??	MIRAS	Character	1	Optional	Y or N
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional Description	NOTES	Character	30	Optional	
Opening Balance	**OPENING**	Numeric	10	Compulsory	
Payroll Number	***PAYROLL***	Character	20	Key field	
Purpose of Loan	**PURPOSE**	Character	1	Compulsory	A,B,C,D,E or F
Value of qualifying Tax relief	TAXRELIEF	Numeric	10	Optional	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.18 Section I - Private Medical Treatment or Insurance

Information	P11D Field code	Type	Field	Inclusion	Pre-Format

			Length		
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Amount Made Good	MADEGOOD	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional Description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	
Premium Paid	**PREMIUM**	Numeric	10	Compulsory	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy

13.19 Section K - Services Supplied

Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Available from Date	**FROM**	Date	8	Compulsory	dd/mm/yyyy
Amount Made Good	MADEGOOD	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional Description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	
Value of service	**PREMIUM**	Numeric	10	Compulsory	
Available to Date	**TO**	Date	8	Compulsory	dd/mm/yyyy
Days Unavailable in year	UNAVAILABLE	Numeric	3	Optional	

13.20 Section M - Other Items

Information	P11D Field code	Type	Field	Inclusion	Pre-Format

			Length		
Value of benefit	**CASHEQV**	Numeric	10	Compulsory	
Benefit Date	**DATE**	Date	8	Compulsory	dd/mm/yyyy
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Amount Made Good	MADEGOOD	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional Description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	

13.21 Section N - Expense payments made to or on behalf of employees

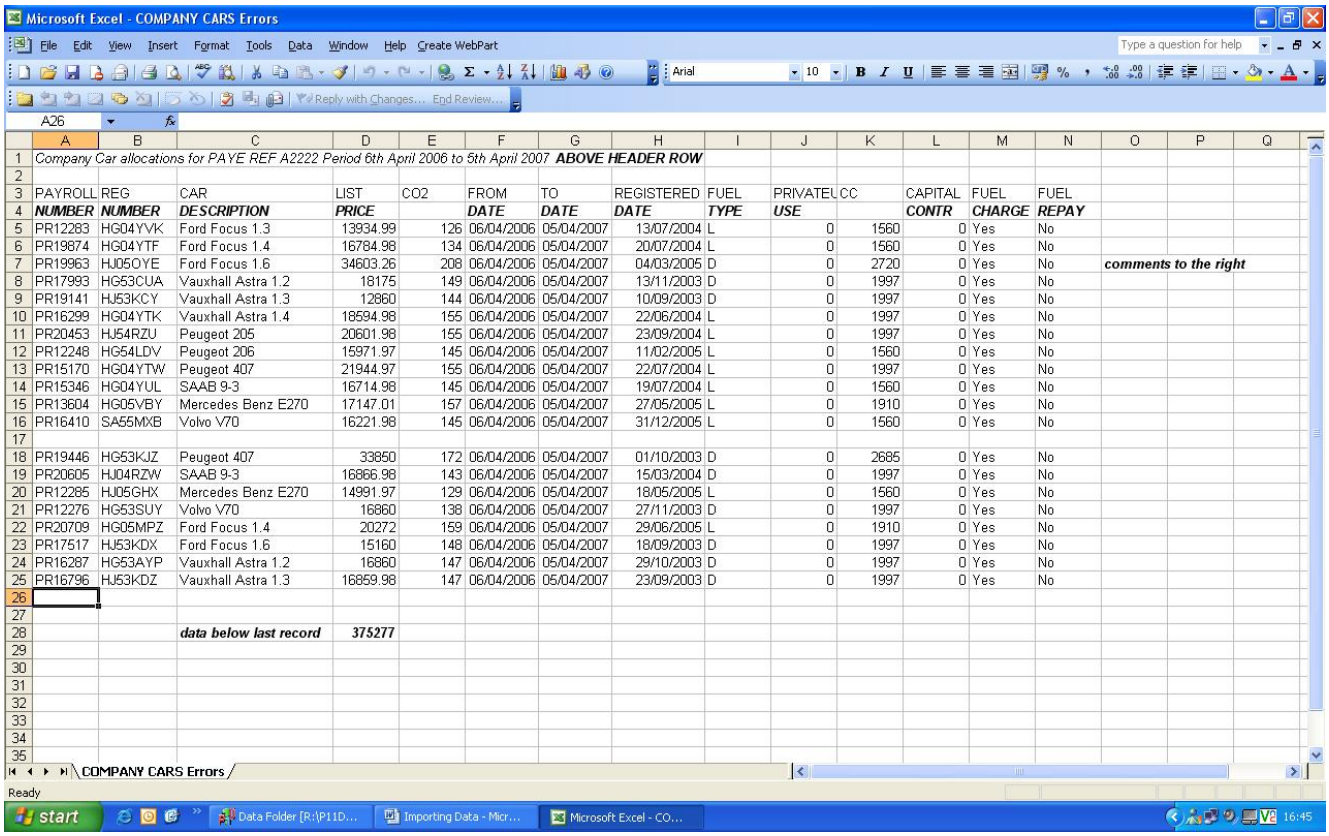
Information	P11D Field code	Type	Field Length	Inclusion	Pre-Format
Value of Benefit/Expense	**CASHEQV**	Numeric	10	Compulsory	
Benefit Date	**DATE**	Date	8	Compulsory	dd/mm/yyyy
Description of Benefit	**DESCRIPTIO**	Character	50	Compulsory	
Amount Made Good	MADEGOOD	Numeric	10	Optional	
N I Number	***NI_NUMBER***	Character	10	Key field	
Additional Description	NOTES	Character	30	Optional	
Payroll Number	***PAYROLL***	Character	20	Key field	

13.22 Import File Preparation

A sample import file is displayed below in Fig.16 that gives an example of a spreadsheet that would fail the import process because of a number of data irregularities. When preparing import data files there are a number of points to consider prior to using the file in the system's import wizard;

- There must be no gaps/spaces in the import file (i.e. a square block of data)
- There must be no data above the header row or first line of data in the

- Header row should be in a Single row
- There must be no data below the last line of data in the import file.
- There must be no data beyond the last column of data in the import file.
- All data containing dates information should be formatted as dd/mm/yyyy
- Payroll numbers should be formatted correctly with any leading zeros.
- XLS Spreadsheets should be saved as a CSV (Comma delimited) file type.



Microsoft Excel - COMPANY CARS Errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	*Company Car allocations for PAYE REF A2222 Period 6th April 2006 to 5th April 2007*							***ABOVE HEADER ROW***									
2																	
3	PAYROLL	REG	CAR	LIST	CO2	FROM	TO	REGISTERED	FUEL	PRIVATEU	CC	CAPITAL	FUEL	FUEL			
4	***NUMBER***	***NUMBER***	***DESCRIPTION***	***PRICE***		***DATE***	***DATE***	***DATE***	***TYPE***	***USE***		***CONTR***	***CHARGE***	***REPAY***			
5	PR12283	HG04YVK	Ford Focus 1.3	13934.99	126	06/04/2006	05/04/2007	13/07/2004	L	0	1560	0	Yes	No			
6	PR19874	HG04YTF	Ford Focus 1.4	16784.98	134	06/04/2006	05/04/2007	20/07/2004	L	0	1560	0	Yes	No			
7	PR19963	HJ05OYE	Ford Focus 1.6	34603.26	208	06/04/2006	05/04/2007	04/03/2005	D	0	2720	0	Yes	No	***comments to the right***		
8	PR17993	HG53CUA	Vauxhall Astra 1.2	18175	149	06/04/2006	05/04/2007	13/11/2003	D	0	1997	0	Yes	No			
9	PR19141	HJ53KCY	Vauxhall Astra 1.3	12860	144	06/04/2006	05/04/2007	10/09/2003	D	0	1997	0	Yes	No			
10	PR16299	HG04YTK	Vauxhall Astra 1.4	18594.98	155	06/04/2006	05/04/2007	22/06/2004	L	0	1997	0	Yes	No			
11	PR20453	HJ54RZU	Peugeot 205	20601.98	155	06/04/2006	05/04/2007	23/09/2004	L	0	1997	0	Yes	No			
12	PR12248	HG54LDV	Peugeot 206	15971.97	145	06/04/2006	05/04/2007	11/02/2005	L	0	1560	0	Yes	No			
13	PR15170	HG04YTW	Peugeot 407	21944.97	155	06/04/2006	05/04/2007	22/07/2004	L	0	1997	0	Yes	No			
14	PR15346	HG04YUL	SAAB 9-3	16714.98	145	06/04/2006	05/04/2007	19/07/2004	L	0	1560	0	Yes	No			
15	PR13604	HG05VBY	Mercedes Benz E270	17147.01	157	06/04/2006	05/04/2007	27/05/2005	L	0	1910	0	Yes	No			
16	PR16410	SA55MXB	Volvo V70	16221.98	145	06/04/2006	05/04/2007	31/12/2005	L	0	1560	0	Yes	No			
17																	
18	PR19446	HG53KJZ	Peugeot 407	33850	172	06/04/2006	05/04/2007	01/10/2003	D	0	2685	0	Yes	No			
19	PR20605	HJ04RZW	SAAB 9-3	16866.98	143	06/04/2006	05/04/2007	15/03/2004	D	0	1997	0	Yes	No			
20	PR12285	HJ05GHX	Mercedes Benz E270	14991.97	129	06/04/2006	05/04/2007	18/05/2005	L	0	1560	0	Yes	No			
21	PR12276	HG53SUY	Volvo V70	16860	138	06/04/2006	05/04/2007	27/11/2003	D	0	1997	0	Yes	No			
22	PR20709	HG05MPZ	Ford Focus 1.4	20272	159	06/04/2006	05/04/2007	29/06/2005	L	0	1910	0	Yes	No			
23	PR17517	HJ53KDX	Ford Focus 1.6	15160	148	06/04/2006	05/04/2007	18/09/2003	D	0	1997	0	Yes	No			
24	PR16287	HG53AYP	Vauxhall Astra 1.2	16860	147	06/04/2006	05/04/2007	29/10/2003	D	0	1997	0	Yes	No			
25	PR16796	HJ53KDZ	Vauxhall Astra 1.3	16859.98	147	06/04/2006	05/04/2007	23/09/2003	D	0	1997	0	Yes	No			
26																	
27																	
28			***data below last record***	***375277***													
29																	
30																	
31																	
32																	
33																	
34																	
35																	

COMPANY CARS Errors

Ready

start | Data Folder [R:\P11D... | Importing Data - Micr... | Microsoft Excel - CO... | 16:45

14 Import Wizard- Screen Shots

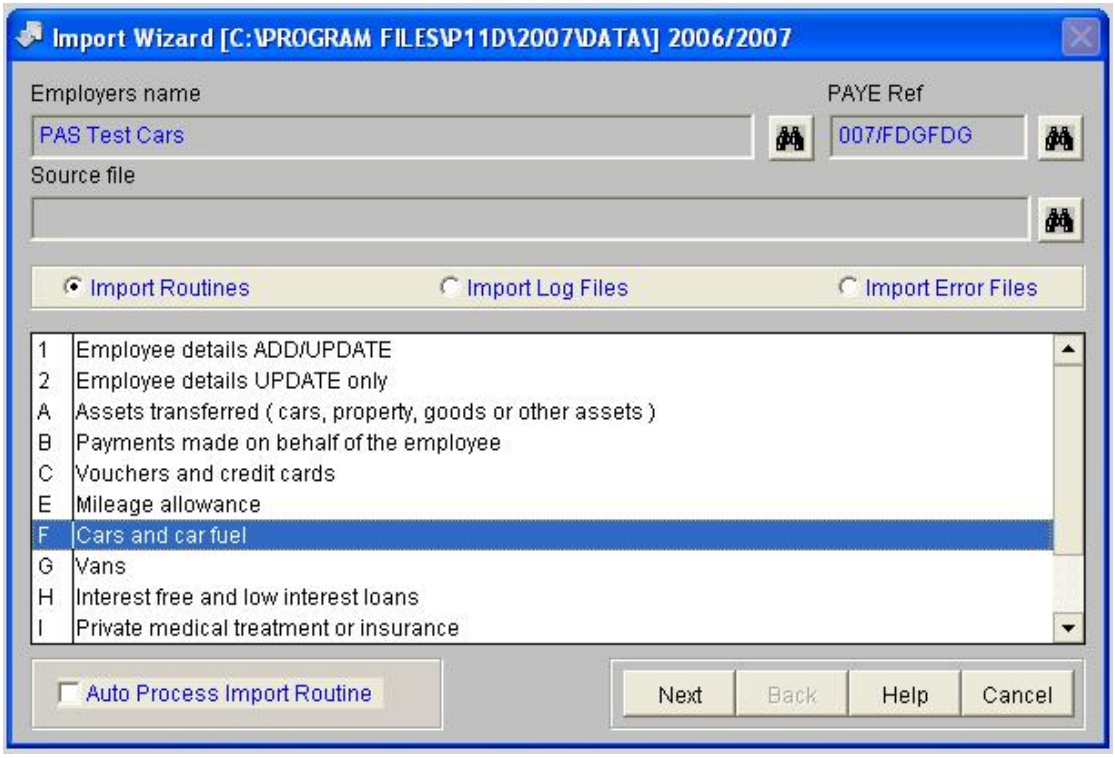
Each of the systems import wizard screens are designed to make the import

process simple to follow. However, there are a number of options and buttons available on each of the wizard screens.

By placing your mouse over the buttons displayed on these screens, the system will display the buttons tool tip text.

The following screen shots will explain all the import wizard features and buttons.

14.1 Import Wizard Screen Shot 1



14.1.1 Employers Name

The system displays the Employer selected to import data against. The browse "binocular" icon can be used to select another employer to the one displayed.

14.1.2 PAYE Ref

The system displays the selected Employers PAYE Ref to import data against. The browse "binocular" icon can be used to select another PAYE Ref number to the one displayed.

14.1.3 Source File

Displays the file currently selected for use with the chosen import routine together with the file path. Clicking the browse (binocular) icon will display a window allowing you to view and change the path to the import source file.

14.1.4 Import Routine

The system imports data for employee and benefit data by selecting the appropriate routine to be performed. A scrollable list of the available routines is

displayed - simply click on the downward arrow to scroll through and select the desired routine.

14.1.5 Import Log Files

See specific chapter “Import Log and Error files” for full details.

14.1.6 Import Error Files

See specific chapter “Import Log and Error files” for full details.

14.1.7 Auto Process

Checking this button will change the import process from the standard stage-by-stage wizard to an automated import process. The system will attempt to make its own field matches to the source data when using the prescribed header row, import only valid records, and place invalid records in the system’s ERR folder. Next (Button)

Click to proceed to the next stage of the import routine.

14.1.8 Back (Button)

Returns to the previous stage of the import wizard (disabled in stage 1 of the import wizard)

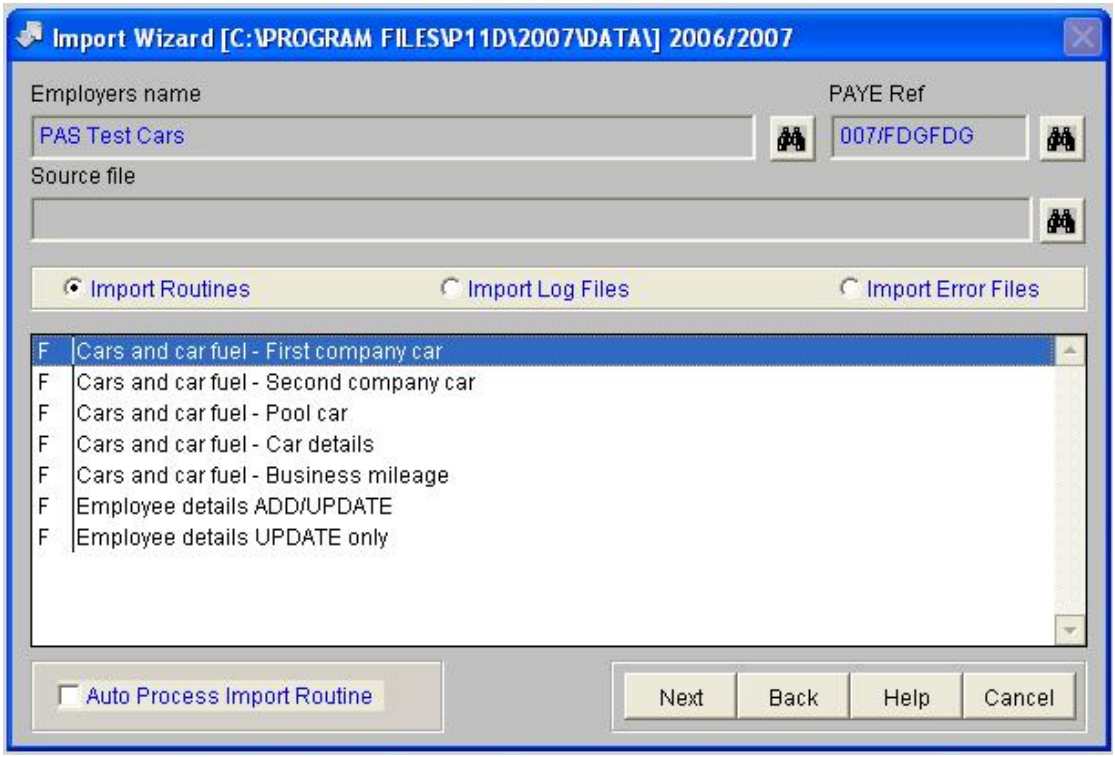
14.1.9 Help (Button)

Click to displays the system’s context sensitive help for this screen.

14.1.10 Cancel (Button)

Click to cancel the import routine and return to the previous screen.

14.2 Import Wizard Screen Shot 2



14.2.1 Employers Name

The system displays the Employer selected to import data against. The browse "binocular" button can be used to select another employer to the one displayed.

14.2.2 PAYE Ref

The system displays the selected Employers PAYE Ref to import data against. The browse "binocular" button can be used to select another PAYE Ref number to the one displayed.

14.2.3 Source File

Displays the file currently selected for use with the chosen import routine together with the file path. Clicking the browse (binocular) button will display a window allowing you to view and change the path to the import source file.

14.2.4 Import Routine

Displays a selection of the available routines - simply make a selection from the list to select the desired routine.

14.2.5 Import Log Files

See specific chapter “Import Log and Error files” for full details.

14.2.6 Import Error Files

See specific chapter “Import Log and Error files” for full details.

14.2.7 Auto Process

Checking this button will change the import process from the standard stage-by-stage wizard to an automated import process. The system will attempt to make its own field matches to the source data when using the prescribed header row, import only valid records, and place invalid records in the system's ERR folder. (See specific chapter)

14.2.8 Next (Button)

Click to proceed to the next stage of the import routine.

14.2.9 Back (Button)

Returns to the previous stage of the import wizard (disabled in stage 1 of the import wizard)

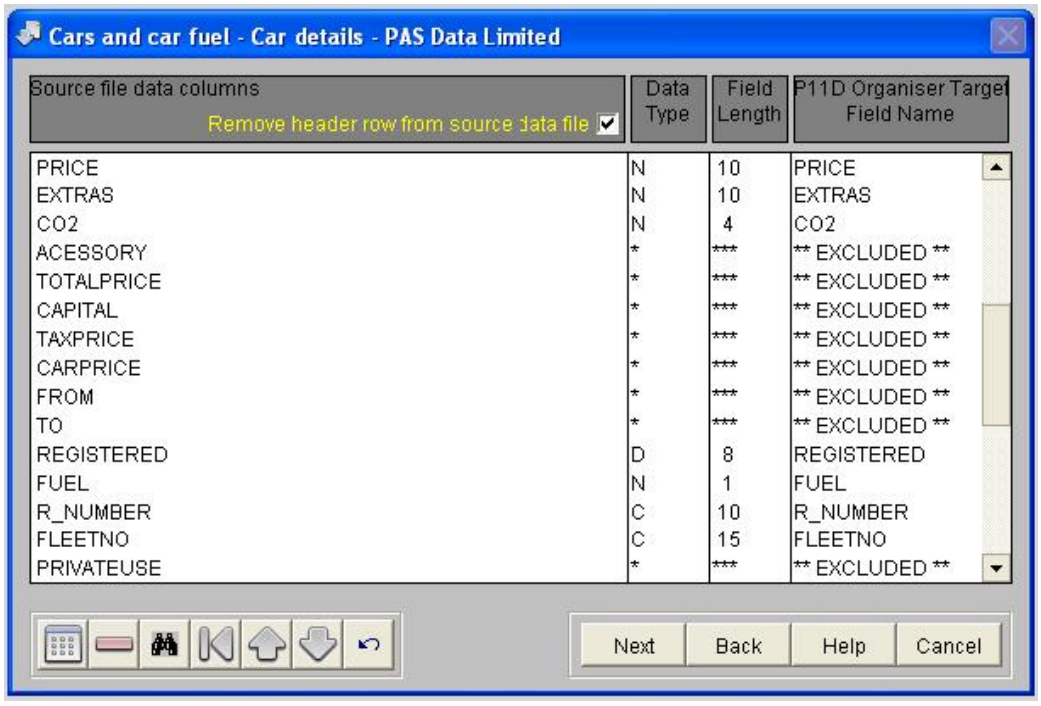
14.2.10 Help (Button)

Click to displays the system's context sensitive help for this screen.

14.2.11 Cancel (Button)

14.2.12 Click to cancel the import routine and return to the previous screen.

14.3 Import Wizard Screen Shot 3


Cars and car fuel - Car details - PAS Data Limited
Source file data columns
Remove header row from source data file
Data Type
Field Length
P11D Organiser Target Field Name
PRICE N 10 PRICE
EXTRAS N 10 EXTRAS
CO2 N 4 CO2
ACESSORY * *** ** EXCLUDED **
TOTALPRICE * *** ** EXCLUDED **
CAPITAL * *** ** EXCLUDED **
TAXPRICE * *** ** EXCLUDED **
CARPRICE * *** ** EXCLUDED **
FROM * *** ** EXCLUDED **
TO * *** ** EXCLUDED **
REGISTERED D 8 REGISTERED
FUEL N 1 FUEL
R_NUMBER C 10 R_NUMBER
FLEETNO C 15 FLEETNO
PRIVATEUSE * *** ** EXCLUDED **
Next
Back
Help
Cancel

14.3.1 Source file data columns

Displays the first record of the data to be imported - or would display the header row of the spreadsheet being used.

14.3.2 Remove Header Row

14.3.3 Selecting this check-box will remove the file displayed at the top of the file from being imported into the system and should be checked ONLY if the source file contains a header row.

14.3.4 Data Type

Displays the data type required i.e. C = Character D = Date

14.3.5 Field Length

14.3.6 Displays the maximum field length i.e. Date = 8

14.3.7 Target Field (Button)

Click to display a pop-up window of available system fields to match the source data to.

14.3.8 Exclude (Button)

Clicking this button will display a pop-up window asking if you want to exclude the selected field from being imported into the system. Thereby allowing you to

select and exclude any additional data contained in the spreadsheet that may not necessarily be relevant to the particular import routine being run.

14.3.9 Configuration File (Button)

Click to view and select a database of any configuration files previously used in conjunction with previous data imports.

14.3.10 Top of File (Button)

Clicking this button will display the first record of the source data.

14.3.11 Previous Record (Button)

Clicking this button will display the next record of the source data allowing you to look at the source data record by record to ensure that the source data is consistent.

14.3.12 Next Record (Button)

Clicking this button will display the next record of the source data allowing you to look at the source data record by record to ensure that the source data is consistent.

14.3.13 Reconfigure Target Field Name (Button)

Use this feature to automatically configure the source data columns with the system target field for the corresponding data.

To ensure that this feature works successfully you must ensure that the header row of your import source file matches exactly with the system target field descriptions. (i.e. R_NUMBER, DESCRIPTO, CC, FUEL, REGISTERED etc.)

14.3.14 Next (Button)

Select to go through to the next stage of the import wizard.

14.3.15 Back (Button)

Select to return to the previous stage of the import wizard.

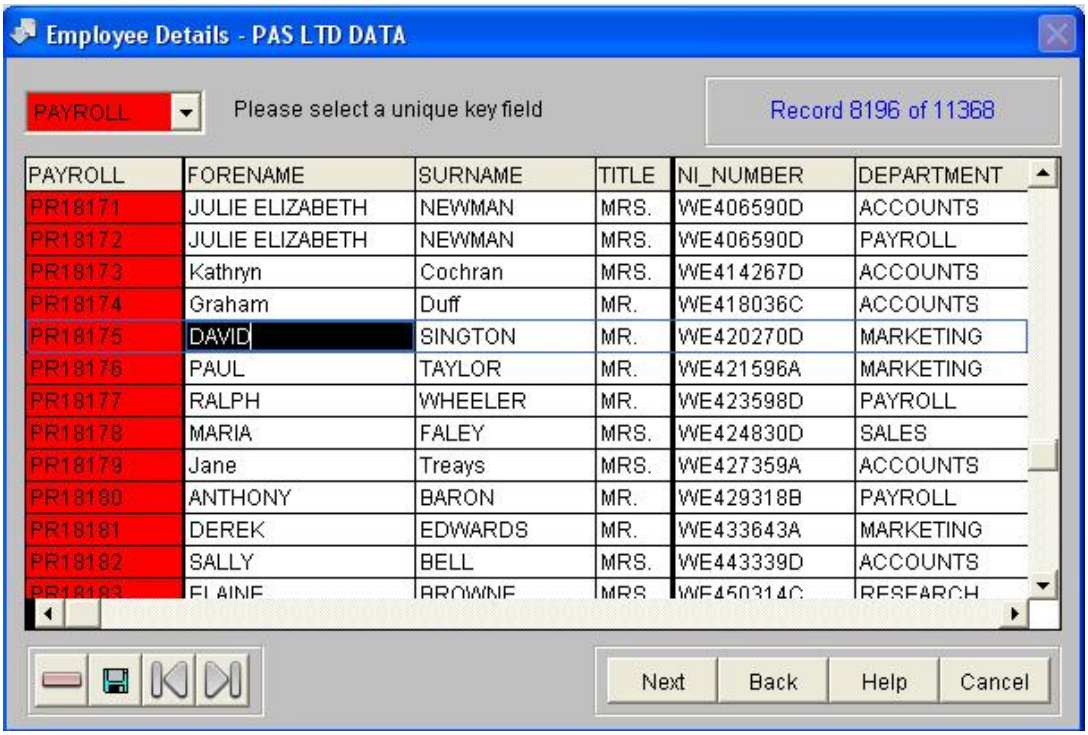
14.3.16 Help (Button)

Click to displays the system's context sensitive help for this screen.

14.3.17 Cancel (Button)

Select to cancel the import routine.

14.4 Import Wizard Screen Shot 4


Employee Details - PAS LTD DATA
PAYROLL
Please select a unique key field
Record 8196 of 11368
PAYROLL FORENAME SURNAME TITLE NI_NUMBER DEPARTMENT
PR18171 JULIE ELIZABETH NEWMAN MRS. WE406590D ACCOUNTS
PR18172 JULIE ELIZABETH NEWMAN MRS. WE406590D PAYROLL
PR18173 Kathryn Cochran MRS. WE414267D ACCOUNTS
PR18174 Graham Duff MR. WE418036C ACCOUNTS
PR18175 DAVID SINGTON MR. WE420270D MARKETING
PR18176 PAUL TAYLOR MR. WE421596A MARKETING
PR18177 RALPH WHEELER MR. WE423598D PAYROLL
PR18178 MARIA FALEY MRS. WE424830D SALES
PR18179 Jane Treays MRS. WE427359A ACCOUNTS
PR18180 ANTHONY BARON MR. WE429318B PAYROLL
PR18181 DEREK EDWARDS MR. WE433643A MARKETING
PR18182 SALLY BELL MRS. WE443339D ACCOUNTS
Next
Back
Help
Cancel

14.4.1 Key Field

A drop-down box displaying the Unique Key field used (National Insurance or Payroll Number or Car Registration Number in the case of Company car imports)

14.4.2 Record Counter

14.4.3 A counter displaying the record position for the selected record in the file.

14.4.4 Data Table

An editable table of the data being imported together with the selected P11D Organiser fields to be used for the source data.

14.4.5 Delete Record (Button)

Clicking this button will display a pop-up window asking if you want to remove the selected record from the import.

14.4.6 Save (Button)

Clicking this button will display a pop-up window asking if you want to save any changes and allows you to save the data in its current form to a file.

14.4.7 Top of File (Button)

Clicking this button will take you to the first record of the source data.

14.4.8 Bottom of File (Button)

Clicking this button will take you to the last record of the source data.

14.4.9 Next (Button)

Click this button to run the system import validation checks and proceed to the final stage of the Import wizard. (see section 2.2 for further information on import validation)

14.4.10 Back (Button)

Select to return to the previous stage of the import wizard.

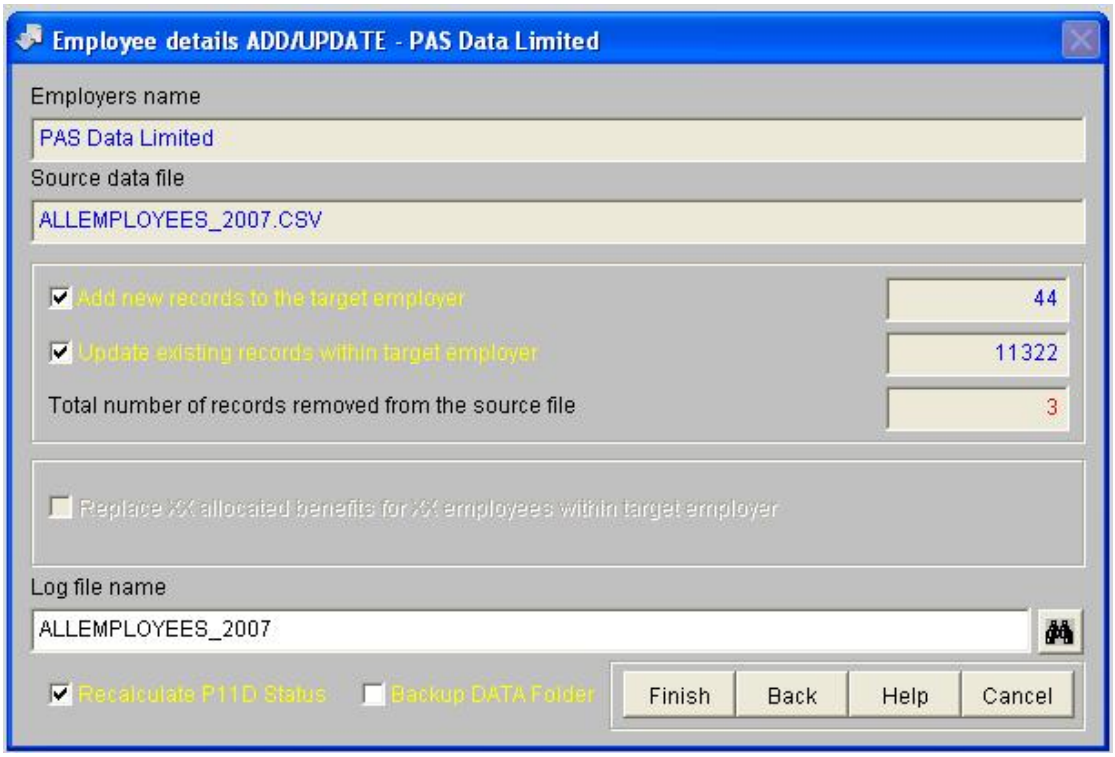
14.4.11 Help (Button)

Click to displays the system's context sensitive help for this screen.

14.4.12 Cancel (Button)

Select to cancel the import routine.

14.5 Import Wizard Screen Shot 5



14.5.1 Employers Name

Displays the employer used to run the data import against.

14.5.2 Source data File

Displays the file used to perform the import.

14.5.3 Add

Displays a check-box to select new records to be imported or excluded from the import. (Also displays the total of new records)

14.5.4 Update

Displays a check-box to select existing records to be updated or excluded from the import. (Also displays the total of updated records)

14.5.5 Total

Displays the total number of all records contained in the import.

14.5.6 Replace

This option will allow you to replace all existing records for the selected import routine. For example check the box to REPLACE all existing benefits/expenses entries for the selected P11D Section with the entries contained in the import source file.

NOTE:

1. This check-box feature is only enabled during certain benefit import routines.

2. Only benefits and expenses entries for the employees included in the import file will be replaced.

3. Leaving the check-box UN-checked will ADD the imported data to any existing benefit entries for the P11D Section selected.

14.5.7 Recycle Records

Recycle option will re-use records that were previously marked for deletion.

14.5.8 Recalculate P11D Status

Check this box to force the system to recalculate the P11D or P9D reportable status after importing data. (Perform the £8500 test)

14.5.9 Backup Data

Select the check-box to perform a backup of all the system data prior to committing the data so that you can elect to restore the data to its previous position if required.

14.5.10 Finish

Select to finish the import routine and perform the data import.

14.5.11 Back

Select to return to the previous stage of the import wizard. Note that the data displayed in the previous screen will contain the records AFTER the system validation has been run.

14.5.12 Help

Click to displays the system's context sensitive help for this screen.

14.5.13 Cancel

Select to cancel the import routine.

15 Exporting Employee Details

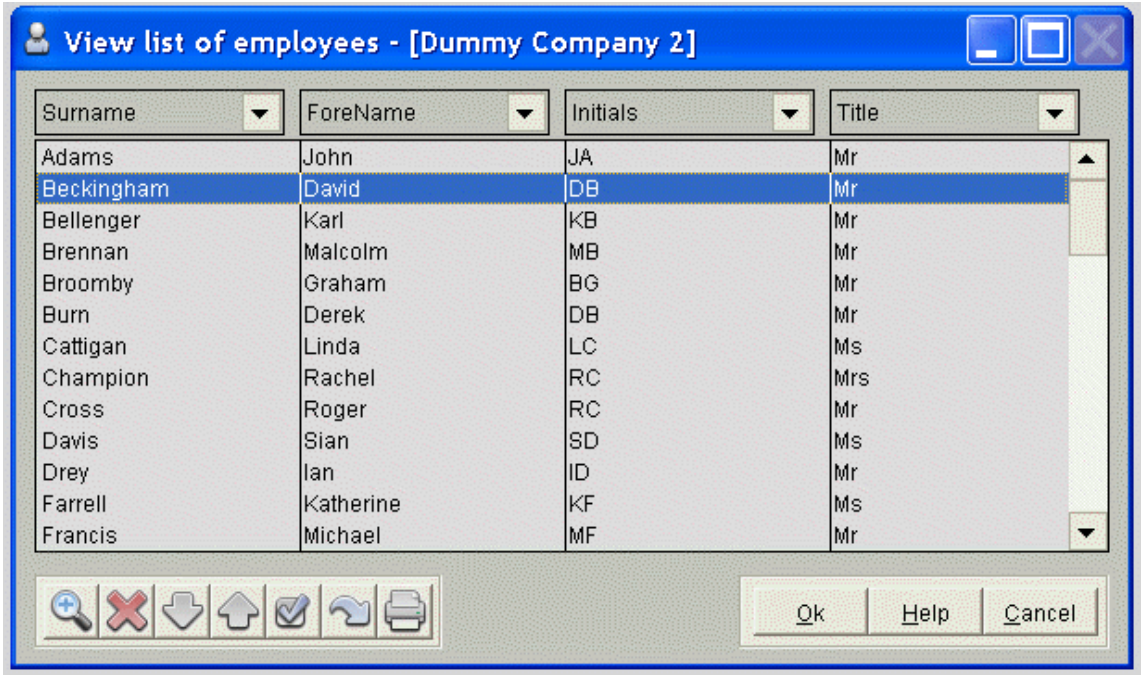
Most reports that the system produces may be exported out of the system, To prepare an export file, simply select Output to FILE in the Reports Wizard & click on Next to select the file type & the location where it will be exported to.

A full export of all information contained in the system on an employee level can be obtained via the **List employees with all associated details** report contained in the Employer reports section.

16 Assigning benefits

16.1 Overview

To assign a new benefit to an employee or a group of employees, first select that employee/Group from the Find Screen.



Then once you have selected your List of Matching Employees you can either select the relevant icon on the Benefits tool bar to go straight to that benefits section , or click OK, then the P11D Icon from the Employee Details screen to go to the Employee's Benefits Profile Overview Screen..

Once on the P11D overview screen you can again either select the relevant icon on the Benefits tool bar or click on the <Add> button to choose the Benefits section you wish to add to this employee.

You can then select the benefit type for the section that you wish to add details for.

Then you are on the benefits entry screen for the chosen section where information where details can be entered and saved.

Benefits data can be entered manually imported or pre-loaded by PAS Ltd .

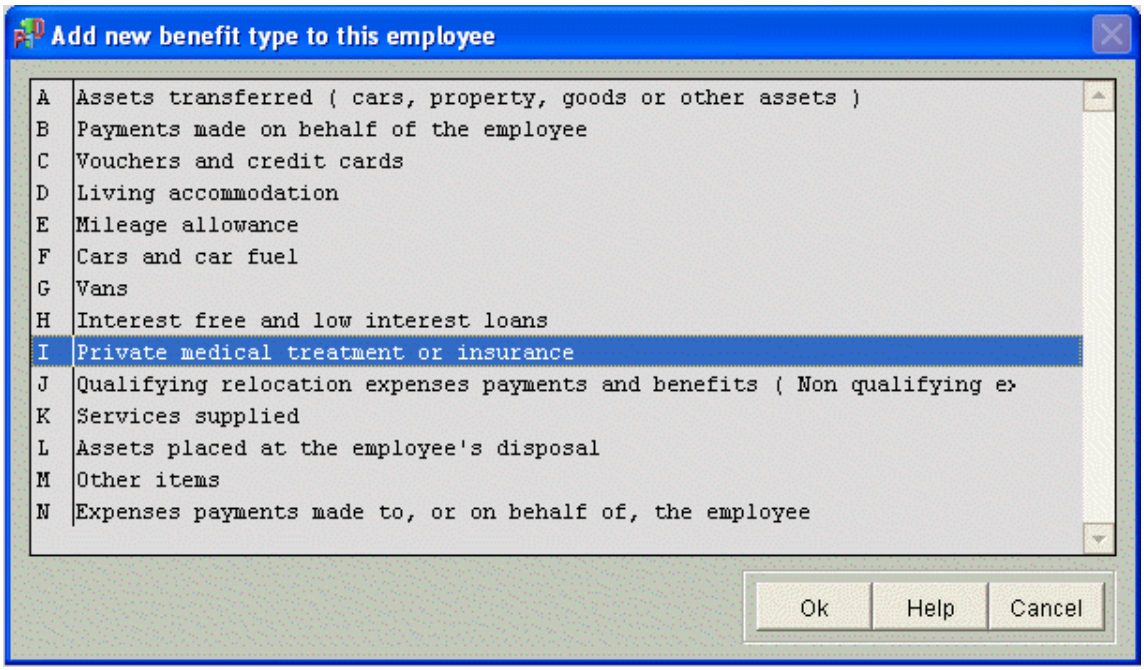
Multiple Entries of a common benefit can be assigned to a group of employees by creating an Active Lookup from the Find Screen. Then when you are on a data entry screen you are given the option to apply the benefit to all members of the Active Lookup by clicking on the <Active Lookup> Button.

16.2 Benefits Tool bar

The Benefits Toolbar is only displayed at the Employee Level of the system. It incorporates the different sections of the P9D/P11D. Also shown in this toolbar is an employee counter (on the right hand side), which can be used to navigate through a lookup of employees. By clicking on a benefit icon you can go to the appropriate benefits section screen to add new data

16.3 Adding a new P11D Benefits section to an employee

Select the P11D Section you wish to enter details for here by either double clicking on the line entry or by clicking the OK Button.


Add new benefit type to this employee
A Assets transferred (cars, property, goods or other assets)
B Payments made on behalf of the employee
C Vouchers and credit cards
D Living accommodation
E Mileage allowance
F Cars and car fuel
G Vans
H Interest free and low interest loans
I Private medical treatment or insurance
J Qualifying relocation expenses payments and benefits (Non qualifying e
K Services supplied
L Assets placed at the employee's disposal
M Other items
N Expenses payments made to, or on behalf of, the employee
Ok
Help
Cancel

16.3.1 <OK>

Click here to go onto the select benefit type entry screen

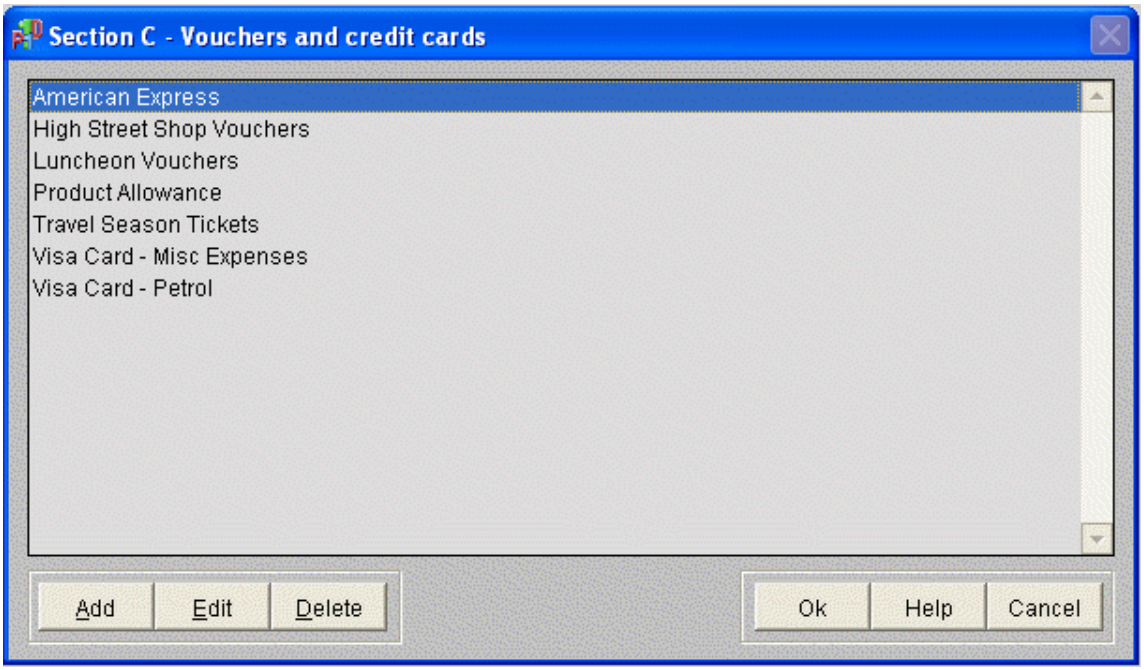
16.3.2 <Help>

Click here to display the Help page relevant for this screen

16.3.3 <Cancel>

Cancels changes made here & returns you to the previous screen

16.4 Selecting the benefit type



On this screen you can choose the benefit type belonging to a particular P11D Benefits section you wish to add to your employee.

16.4.1 <ADD> Icon

If the desired benefit description does not appear here, you can add a new one by clicking on this button.

16.4.2 <Edit> Icon

Click here to edit an existing benefit type/description (See Also Paragraph 6.5)

16.4.3 <Delete> Icon

Click here to delete a benefit description that is not in use in the system.

16.4.4 <OK>

Click here to go onto the benefits data entry screen

16.4.5 <Help>

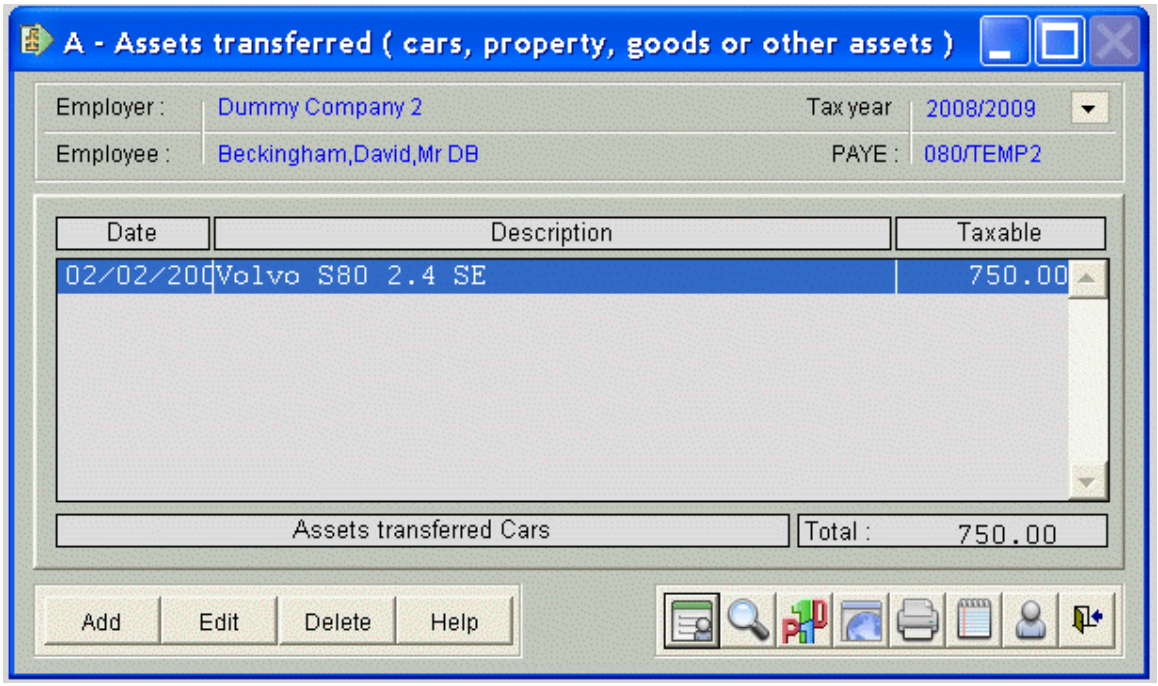
Click here to display the Help page relevant for this screen

16.4.6 <Cancel>

Cancels changes made here & returns you to the previous screen

By holding down the CTRL & SHIFT & D Keys you can remove benefit types that have not been allocated in the tax year you are working in.

16.5 P11D Section Level Overview Screen



This is an example of a typical Benefit Section summary screen for an employee. Here you can view previously entered details for the section you are in.

NB

- Double Left clicking a line entry will open the selected benefit in edit view.
- Right Clicking a line entry on certain screens will allow you to edit the Asset details.

16.5.1 <Tax Year> Dropdown

You can move between tax years by selecting the appropriate tax year here. Please note that you cannot move forwards beyond the tax year selected on the Log On screen.

16.5.2 <Add> Button

Gives you the option of adding a new benefit to this employee

16.5.3 <Edit> Button

Allows you to edit previously entered details for this benefit

16.5.4 <Delete> Button

Gives you the option to delete this benefit for this employee

16.5.5 <Help> Button

Opens up the relevant context sensitive Help page.

16.5.6 Employee List

Takes you back to the Employee List

16.5.7 Find Screen

Takes you to the Find Screen

16.5.8 P11D Icon

Takes you to the Employees Benefit Summary Screen

16.5.9 Expenses Claim Screen

Takes you to the Part 5 ITEPA 2003 Expenses Claim Screen

16.5.10 Print Icon

Takes you to the Reports Wizard

Notes Icon

Allows you to record Employee Notes for this employee

16.5.11 Employee Details

Takes you to the View Employee Details Screen.

16.5.12 Employer Details

Takes you to the current Employer's Details

16.6 Special features for certain benefit areas

16.6.1 Assigning Medical Health Benefit

You can use the system to automatically apportion Medical Health premiums paid to fall into line with the date your annual premiums are paid. If you enter the date your policy is renewed, the system apportions the benefit applicable for he tax year. When you merge data from one year to the next, an entry appears for each employee in receipt of Medical Health Benefit for the remainder of the period in the new tax year until the renewal date.

16.6.2 Assigning Living Accommodation

The system recognises if two or more employees share the same accommodation provided by the employer. The taxable benefit is automatically apportioned between the number of employees and the dates when the accommodation is shared.

16.6.3 Assigning Services Supplied

Similar to assigning Medical Health premiums, this section can also be used to apportion the date a service is made available to an employee to fall into line with the number of days in a tax year.

16.6.4 Validation - Car being used by another employee

If the car to be allocated is being used by another employee and there is therefore a clash in availability the system will confirm this by way of a pop-up window to display which employee is currently allocated to the car and the dates of the allocation.

P11D Organiser 2001/2002 VERSION 2002.01 - P:\P11DEVAL2001\DATA\
This car was being used from 06/04/2001 to 05/04/2002 by Mr Ian Drey change dates available and try again
OK

In order to allocate the car to the new employee you must first edit the cars' availability dates for the employee displayed in the pop-up window, to do this;

1. Search for the employee either by name or the cars' registration number.
2. Select the benefit profile for the employee.
3. Select Section F Cars & Car fuel.
4. Select to Edit the car benefit profile.
5. Make changes to the available From / To dates and save the changes.

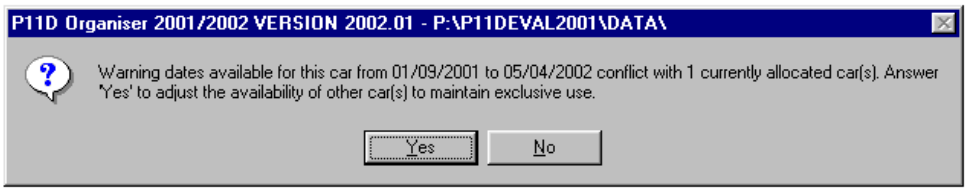
Having edited and altered the record, the system will now allow the vehicle allocation to be made to the desired employee.

16.6.5 Validation - Replacement car

The system has a built-in replacement car function to automatically change the availability of replaced cars.

If an employee is currently allocated with a car and you wish to add the details of a replacement car simply select to ***add*** a new car benefit, entering the appropriate available to and from dates for the replacement car. The system will then validate the entry and confirm that the car clashes with the current car allocation in a pop-up window.

By answering YES to the pop-up box the system will automatically change the AVAILABLE TO date of the 1st car to 1 day before the AVAILABLE FROM date of the replacement car and will also automatically set a P46 (car) requirement to reflect and report the change.


P11D Organiser 2001/2002 VERSION 2002.01 - P:\P11DEVAL2001\DATA\
Warning dates available for this car from 01/09/2001 to 05/04/2002 conflict with 1 currently allocated car(s). Answer 'Yes' to adjust the availability of other car(s) to maintain exclusive use.
Yes
No

The benefits profile for the employee will immediately display the revised benefit position to reflect the additions or changes made.

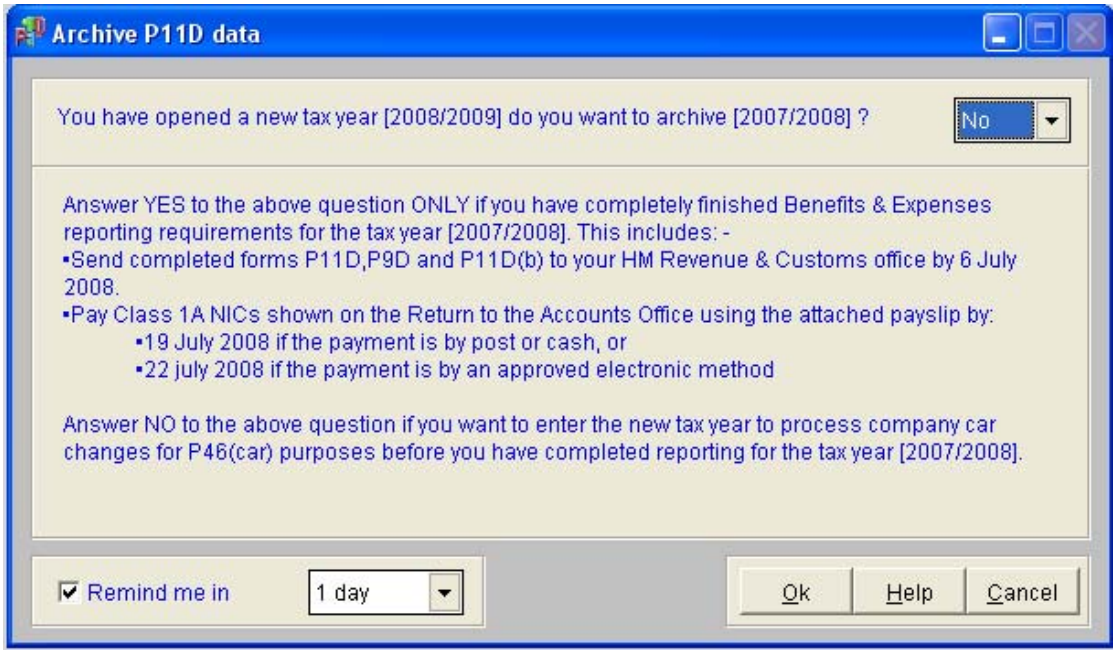
Having correctly allocated the car, the system will place the old car in the vehicle database ready for allocation to any other employees and will display its availability date in the browse window (binocular icon) when adding a car benefit to any other employees.

17 Year End Procedures

17.1 Archive Routines

To commence a new tax year, firstly you have to select the current tax year from the Logon screen after you received version 20XX.02 of the software.

The System then asks you whether you wish to change your tax year. Then the following screen appears: -

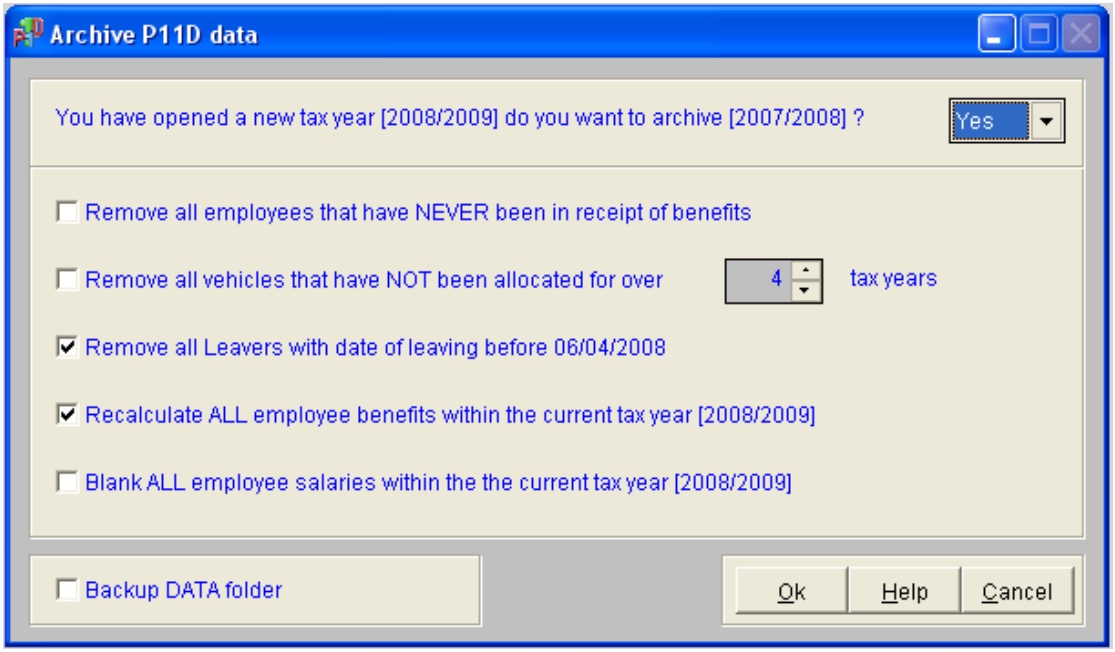

Archive P11D data
You have opened a new tax year [2008/2009] do you want to archive [2007/2008] ?
No
Answer YES to the above question ONLY if you have completely finished Benefits & Expenses reporting requirements for the tax year [2007/2008]. This includes: -
•Send completed forms P11D,P9D and P11D(b) to your HM Revenue & Customs office by 6 July 2008.
•Pay Class 1A NICs shown on the Return to the Accounts Office using the attached payslip by:
•19 July 2008 if the payment is by post or cash, or
•22 july 2008 if the payment is by an approved electronic method
Answer NO to the above question if you want to enter the new tax year to process company car changes for P46(car) purposes before you have completed reporting for the tax year [2007/2008].
Remind me in
1 day
Ok
Help
Cancel

You should only perform a system archive for the previous year when you have fully completed all of your P9D, P11D & P11D(b) returns. If you haven't completed your end of year benefits and expenses reporting answer NO and select an interval period after which you wish to be reminded to perform an archive.

You would answer No to this question if you wish to process company car changes for P46(car) reporting purposes

You will then be taken to the Merge Benefits screen

If you answer Yes that you have completed your end of year reporting then you are presented with the following screen.


Archive P11D data
You have opened a new tax year [2008/2009] do you want to archive [2007/2008] ?
Yes
Remove all employees that have NEVER been in receipt of benefits
Remove all vehicles that have NOT been allocated for over
4
tax years
Remove all Leavers with date of leaving before 06/04/2008
Recalculate ALL employee benefits within the current tax year [2008/2009]
Blank ALL employee salaries within the the current tax year [2008/2009]
Backup DATA folder
Ok
Help
Cancel

On this screen you can perform various archive functions to manage the systems internal databases constructively, i.e. allowing you to remove obsolete records and begin the new Tax year from a clear position. All removed data is only removed from the new tax year and is always available to view or be recreated / reported on by entering the system in a past year.

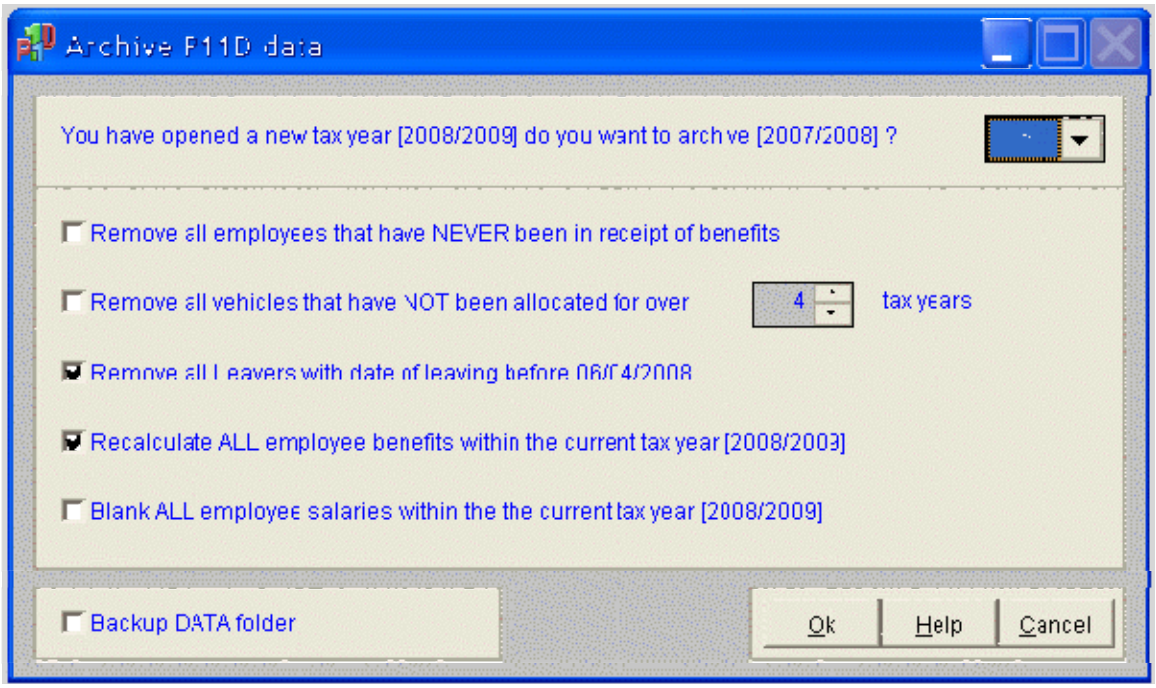
By performing the archive routine the system will create separate databases particular to each tax year. These databases include Employers, Employees, Assets/Vehicles, Benefit types and properties.

The selectable options available within the routine: -

- Perform a Data Backup before you do the archive
- Remove all employees that have NEVER been in receipt of benefits.
- Remove all vehicles that have NOT been allocated for X no of years.
- Remove all leavers with a Date of Leaving before the beginning of the new Tax Year.
- Recalculate benefits automatically for the new Tax year after the past year has been archived.
- Blank all employee salaries within the new Tax year so as to disable the automatic reportable status £8500 test.
- Merge benefits & expenses into the new tax year

You can perform a Re-Archive by going to "Tools" – "Year End" – "4. Archive P11D Data". Generally you only have to do this in unusual circumstances, e.g. where the original archive routine failed, or where you have to amend previous years details after the archive routine has already been performed.

17.2 Rolling Forward Benefits / Merging Data


Archive P11D data
You have opened a new tax year [2008/2009] do you want to archive [2007/2008] ?
Remove all employees that have NEVER been in receipt of benefits
Remove all vehicles that have NOT been allocated for over
4
tax years
Remove all Leavers with date of leaving before 06/04/2008
Recalculate ALL employee benefits within the current tax year [2008/2009]
Blank ALL employee salaries within the the current tax year [2008/2009]
Backup DATA folder
Ok
Help
Cancel

On this screen you can merge all standing benefits data at 5 April into the new tax year. You have the option to check employee's Dates of Leaving employment so that leavers benefits do not get carried forwards & also the facility to merge forwards all relevant benefits.

You can also merge all benefits across all of the companies setup in the system.

Generally this routine should be run after the Archive Routine to allocate benefits details to employees. You can re-run this routine across:-

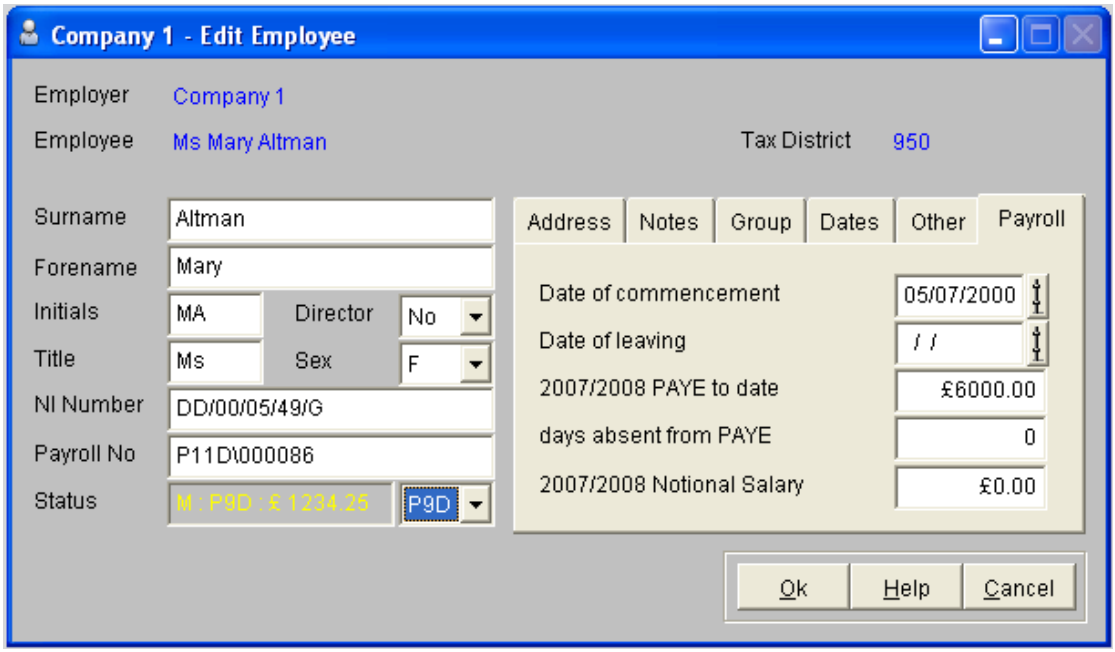
- an employee
- an active lookup
- or an employer

by going to "Tools" – "Year End" – "1. Merge Data" on the Title Bar (or by pressing the F9 Key). This becomes relevant if you have made changes to a previous year's records and want to update the current years details to reflect these changes.

18 Reportable Status

18.1 Automatic P9D/P11D production

The P11D Organiser has a built-in reportable status function that will automatically recognise whether an employee requires a P9D or a P11D. To activate this functionality and enable the system to determine the correct reportable status, the employees Gross Pay for PAYE purposes must be entered in the Payroll tab of the employee record.



Ensure that the employees date of commencement and/or date of leaving as also entered so that the system can pro rata the rate of pay up to the whole tax year. The system correctly pro rates up the gross weekly pay and not the hourly rate of pay to see if the employee is earning at the rate of £8,500.

The system performs the £8,500 test by adding onto the pro rated up gross salary figure, the taxable values of all expenses and benefits irrespective of any dispensations that may be held.

The sum is given in the Status test field.

If the sum is less than £8,500 then the system automatically sets the employee status as P9D and will produce the appropriate facsimile report.

NOTE - By default all directors will have a P11D generated irrespective of the £8,500 test.

NOTE - If the employee status is determined as P9D, benefits that are subject to Paragraph II legislation e.g. Company cars, vans, loans etc will automatically fall out of charge and as such Class 1A NIC will not be applicable on any benefits returned on a P9D.

19 Reports Wizard

P11D Organiser reports are created, previewed and printed using the system's inbuilt Reports Wizard. The Reports wizard can be accessed from virtually any part of the system by selecting the reports wizard Printer Icon.

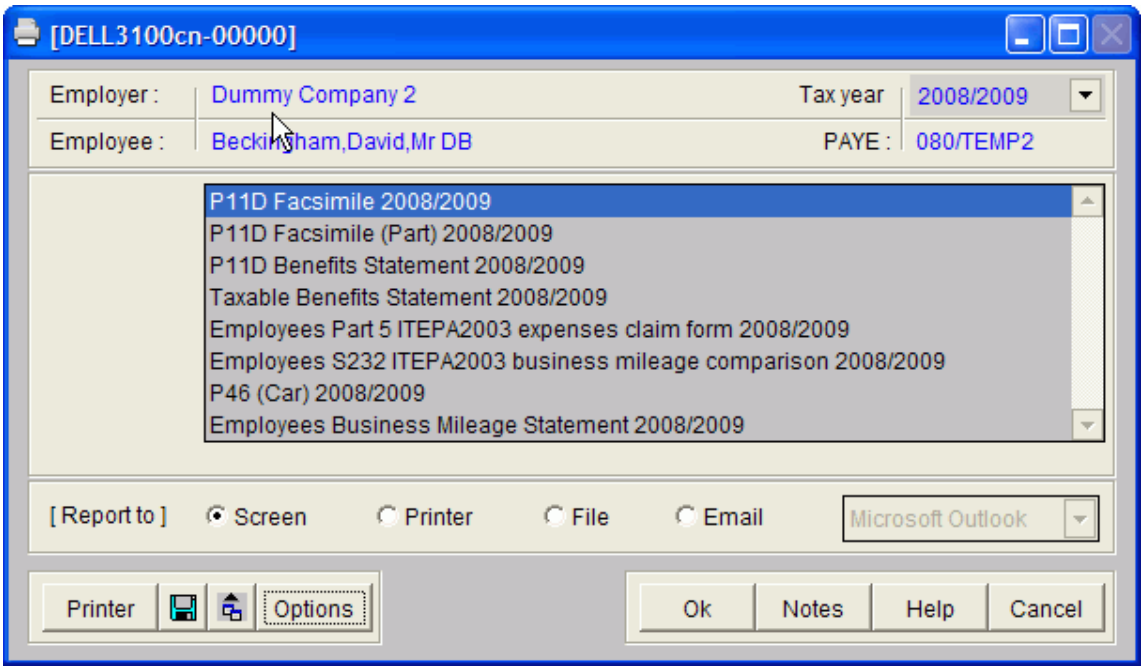
All reports can be printed on standard A4 plain paper and no additional stationery is needed.

The majority of reports are also available to be created to a file, allowing you to easily export data from the system into spreadsheets.

19.1 Access to the Reports Wizard?

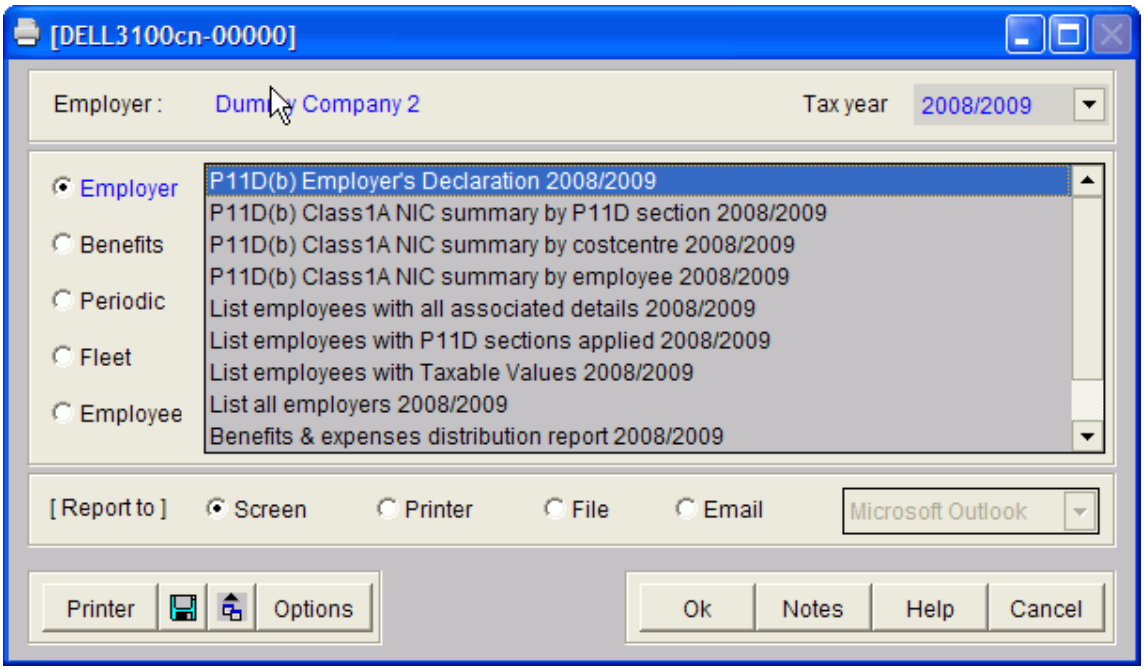
The Reports Wizard can be accessed from two levels. These are

from the Employee Level where only the **Employee** reports are displayed

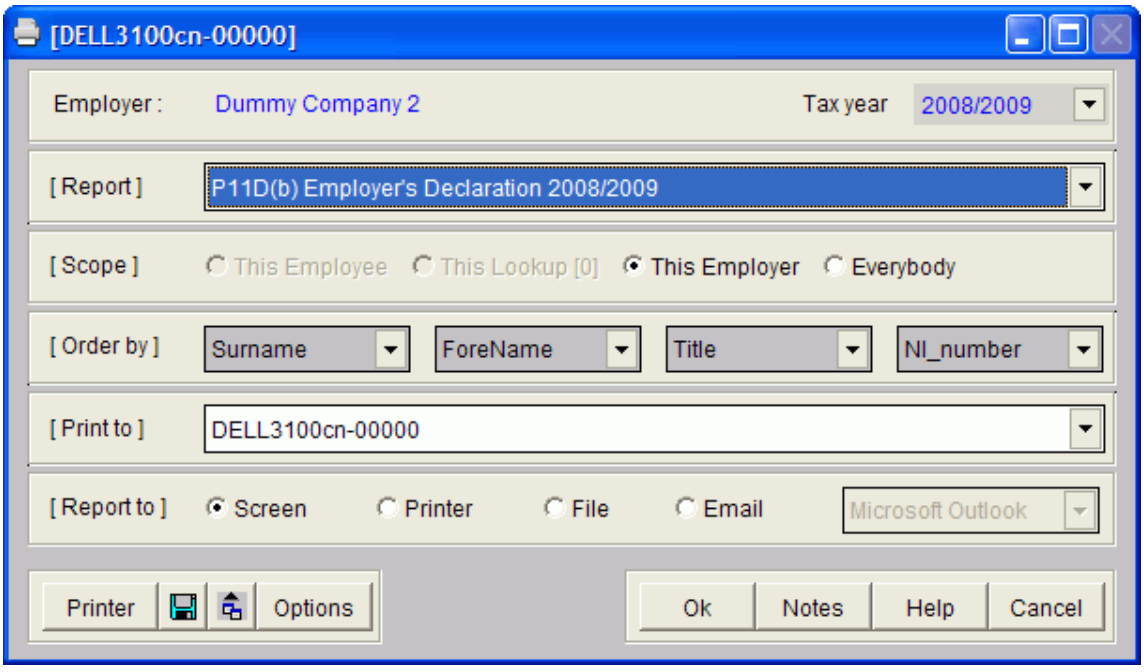


OR

from the Employer Level where the full gamut of **Employer / Benefits / Periodic / Fleet / Employee** are available



Further Options are available when you click the OPTIONS button



19.2 How do I use the Reports Wizard?

19.2.1 STEP 1

Select the report wizard by clicking on the ***PRINTER*** icon. The system will take you to the Reports wizard screen as displayed below in Fig. 1

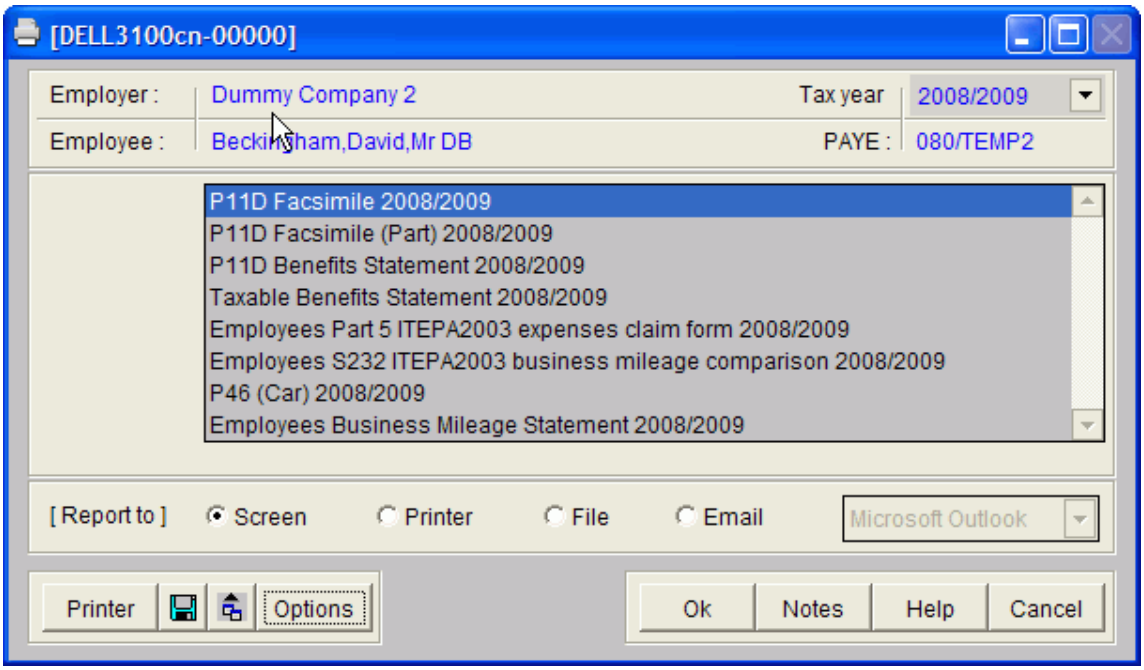


Fig. 1

19.2.2 STEP 2

Select the ***REPORT TYPE*** by clicking on the ***Employee*** tab

Fig. 2

19.2.3 STEP 3

Select the ***REPORT NAME P11D Facsimile 2006/2007*** by clicking into the drop-down Report selector.

Fig. 3

19.2.4 STEP 4

Select the ***SCOPE*** for the report by clicking ***This Employee***

Fig. 4

19.2.5 STEP 5

Select the required ***OUTPUT*** for the report from the Report to selector by clicking ***Printer***

Fig. 5

19.2.6 STEP 6

Click the ***OK*** button to generate the report

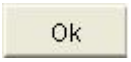


Fig. 6

19.2.7 STEP 7

Click the ***OK*** button from the PRINTER selector pop-up window to print the report to your chosen printer.

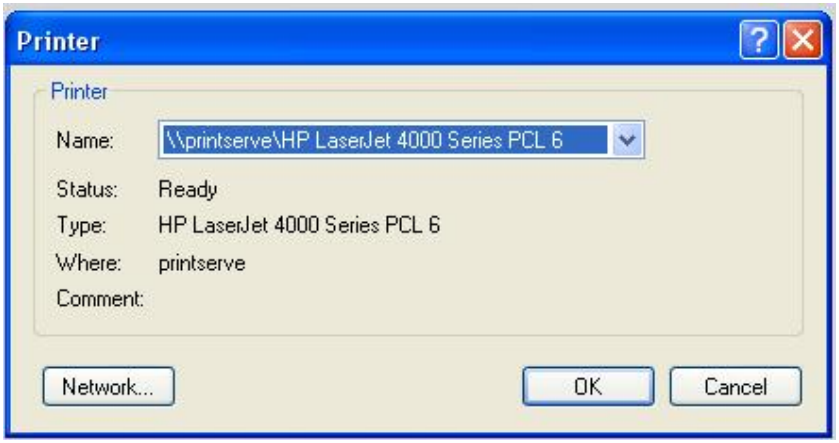


Fig. 7

20 Advanced Printing Functionality

These can be obtained by clicking the OPTIONS button of the Reports Wizard

There are number of additional features that the reports wizard can perform beyond the standard single printed report structure detailed in the previous chapter.

20.1 Period (Optional)

When using the **Periodic** tab, the **Period** selector becomes enabled and allows a date range to be applied to the selection of available Periodic Reports (As illustrated below in Fig. 8) For the choice of selected Periodic Reports please refer to the “Periodic Reports” chapter.

Fig. 8

Four available date parameters can be set:

20.1.1 All Tax Year

The selected report will be generated and calculate for all of the current tax year.

20.1.2 Monthly

Having checked the Monthly option, a pop-up window will be displayed allowing you to make a selection by month from the current tax year (as displayed below in Fig. 9) The chosen periodic report will then be calculated for the month selected.

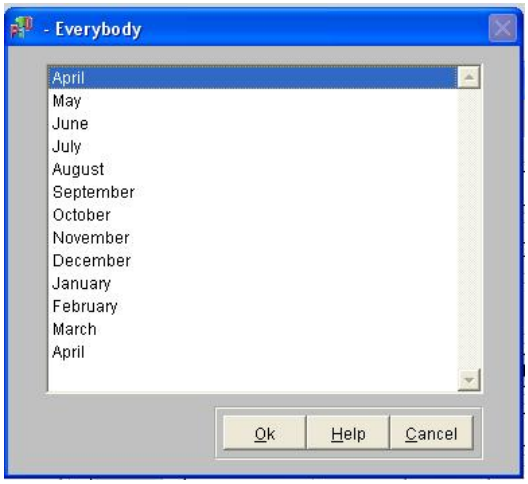


Fig. 9

20.1.3 From & To

Checking the "**From**" button enables you to set a user-defined start date to be applied to the periodic reports. Simply make a selection from the resulting pop-up calendar window (as displayed below in Fig. 10), this date will then be set as the **From** date for the chosen report.

Checking the "**To**" button enables you to set a user-defined start date to be applied to the periodic reports. Simply make a selection from the resulting pop-up calendar window (as displayed below in Fig. 10), this date will then be set as the **To** date for the chosen report.

Fig. 10

Tip – When using the periodic reports for printed **P46 (car)** reports, it is recommended that you select the **"All Tax Year"** option and let the system print the P46 (car) reports for all outstanding changes to be generated (those that have not been printed previously)

You will not therefore need to apply a date range to the P46 (car) reports

as the system will only ever print the outstanding reports. When prompted, simply answer **YES** to the resulting "**Successfully Printed**" pop-up window (see Fig. 11 below) which will then re-set the system p46 flags ready for any future changes only to be reported.

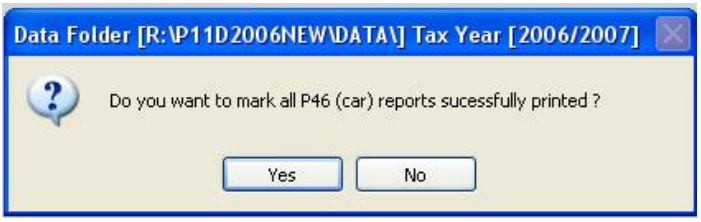


Fig. 11

20.2 Scope

The Scope selection of the reports wizard allows you to select the range of employees that a report is to be generated for.

The system distinguishes employee groupings in 4 levels, **Employee**, **Active Lookup**, **Employer** and **Everybody**.(see fig. 12 below)

Fig. 12

20.2.1 This Employee

The chosen report will be generated for the selected employee only.

20.2.2 This Lookup

After initiating a search (using the “Find” Screen), the resulting list of employees is defined as an **Active Lookup**. For example a search for all employees belonging to a certain Location, Department or Cost centre.

The chosen report will be generated for the Active lookup of employees only.

20.2.3 This Employer

The chosen report will be generated for all employees for the selected Employer.

20.2.4 Everybody

The chosen report will be generated for **all** employees for **all** employers contained in the system.

NOTE - Care should taken when selecting the Scope option, as a setting for “Everybody” used in conjunction with the “Report to” “Print” option for a P11D facsimile as an example, will send a print job of **every** P11D in the system to print!

20.3 Order by (Optional)

The Reports wizard allows a selection to be made for the printed output to be ordered by up to 4 order-by statements (see Fig. 13 below).

For example, this will enable you to print out Employees Benefit statements ordered initially by the employees Costcentre, then by their Department, then by Surname for ease of distribution.

Fig. 13

20.4 Report to

The Reports wizard allows you to generate reports with a number of different output options. For example, delivery of Employees Benefit Statements can be chosen to be made by e-mail, or a Company car details report can be exported to an Excel file.

There are four selectable **Report to** options; Screen, Printer, File or Email (as displayed below in Fig. 14)

Fig. 14

20.4.1 Screen

Generate a preview of the selected report to screen.

20.4.2 Printer

Generate the selected report to a printer (the system will display an intermediate printer selector window to select the desired printer to use (see fig. 15)

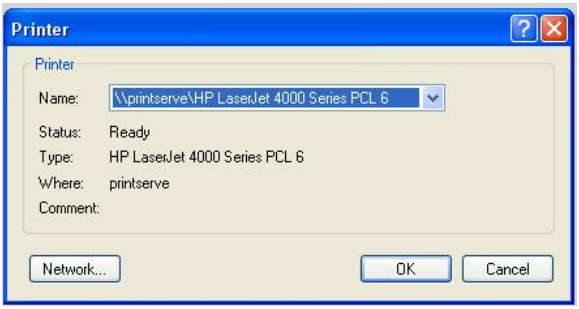

Printer
Printer
Name:
\\printserve\HP LaserJet 4000 Series PCL 6
Status:
Ready
Type:
HP LaserJet 4000 Series PCL 6
Where:
printserve
Comment:
Network...
OK
Cancel

Fig. 15

20.5 File

Generate the selected report output to a file type of PDF, CSV, XLS, DBF or PRN.

The system will display a '**Save As**' dialogue box to select a choice of file type and location for the output file. (Fig. 16 below)

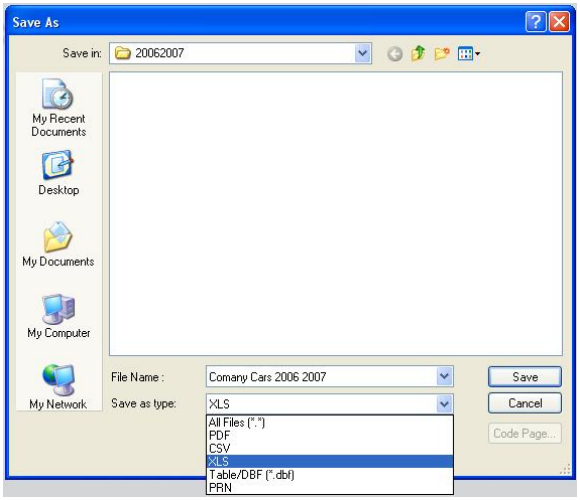


Fig. 16

By default the system will output files to the following path: -

C:\Program Files\P11D\EXPORT\REPORT\20062007

20.5.1 Employee Reports - Individual File Output - PDF

The system can create PDF files for Employees Benefit Statements or P11D/P9D Facsimiles. The reports wizard allows a choice of output of a single, uniquely named file for each report for each employee. (See Fig. 17 below)

This can be used to facilitate an in-house/intranet means of delivering reports to employees using an employee self-serve portal)

The system uses the Employees Surname, Forenames, N I Number, Unique System ID, Report Name, and Tax Year to create the unique file names.

e.g.
BLOGGS_FRED_YK281676D_202099_P11D_Benefits_Statement_20062007

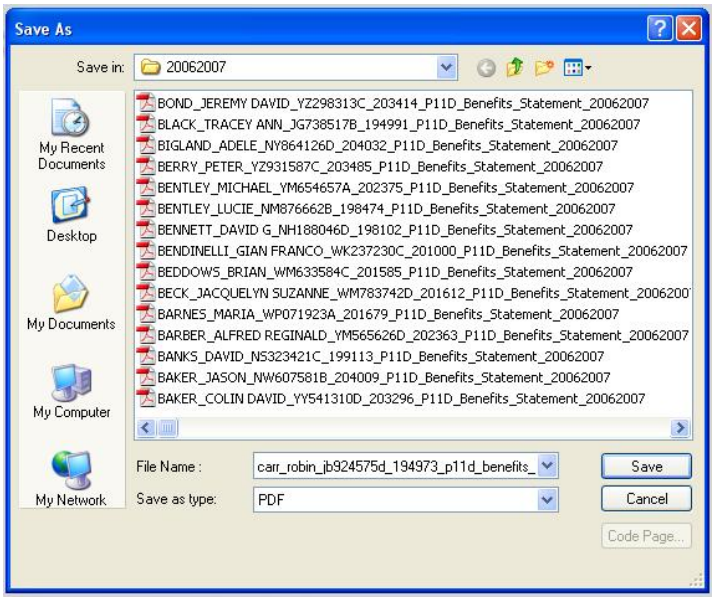


Fig. 17

Having selected an **Employee Report**, The System will display a pop-up window giving you the option of either of the file types as displayed below in Fig. 18.

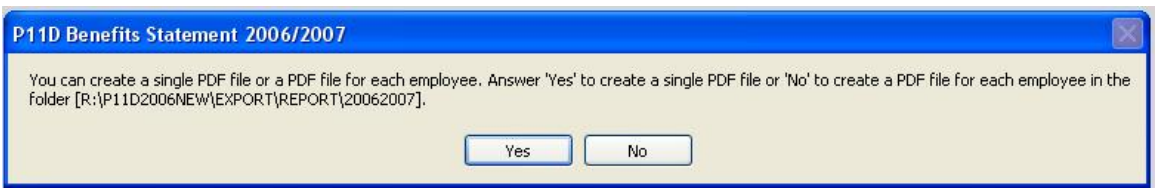

P11D Benefits Statement 2006/2007
You can create a single PDF file or a PDF file for each employee. Answer 'Yes' to create a single PDF file or 'No' to create a PDF file for each employee in the folder [R:\P11D2006NEW\EXPORT\REPORT\20062007].
Yes
No

Fig. 18

20.5.2 Employee Reports - Single File Output - PDF

A single file containing all the employees' reports in one file (See Fig. 19 below)

The file can be generated and sent to a specialist print department or an outsourced printing specialist if you have a large number of reports to be printed.

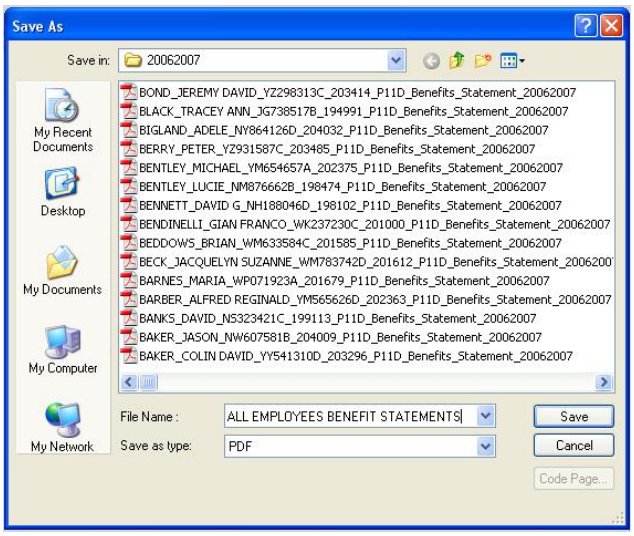


Fig. 19

20.5.3 General Reports – XLS Spreadsheet

Employee and benefit data can be exported to an Excel Spreadsheet by selecting the XLS option in the **Save as type** drop-down selector.

For example, reports such as a spreadsheet of all company car or medical benefit allocations can be generated to XLS or CSV file type.

20.5.4 General Reports - PDF

When used in conjunction with the system's **PDF Compatible Printer Driver** the report wizard will create a Portable Document Format (Adobe PDF) version of the any of the selected reports. Having then saved to file, the reports can be sent as e-mail attachments, archived/stored or Burnt to a CDR.

20.6 E-mail

The P11D Organiser is designed to interact with Microsoft Outlook/Outlook Express, Lotus Notes & Vines e-mail systems; and will logon to the users email profile and send the chosen report to the users outbox.

The Reports Wizard will generate a Portable Document Format (Adobe PDF) version of the selected report by installing a printer driver to perform this function. (Note - full administrator access must be granted to the person carrying out this function)

The system will send e-mails to the addresses contained in the employee records for the selected employees. If the employee record does not contain a valid e-mail address, the system will by default send the e-mail to the address set up as the e-mail administrator in the Employers record.

20.6.1 NOTES Button (e-mail text)

The system allows you to create the body of text for the out-going e-mails created by the system using the **NOTES** option. To add the e-mail body text, select **Email** in the **Report to** tab, click the **NOTES** button and enter your email text into the Notes box (Fig. 20 below) or import a text file using the "**Import standard text**" option.

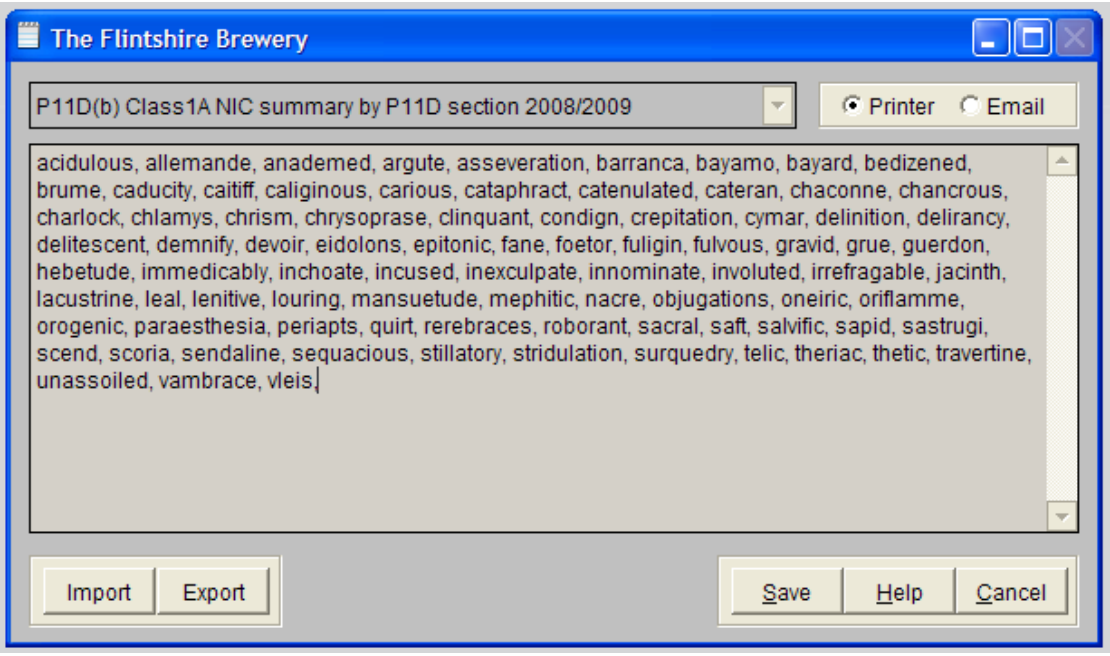

The Flintshire Brewery
P11D(b) Class1A NIC summary by P11D section 2008/2009
Printer
Email
acidulous, allemande, anademed, argute, asseveration, barranca, bayamo, bayard, bedizened, brume, caducity, caitiff, caliginous, carious, cataphract, catenulated, cateran, chaconne, chancrous, charlock, chlamys, chrism, chrysoprase, clinquant, condign, crepitation, cymar, delinition, delirancy, delitescent, demnify, devoir, eidolons, epitonic, fane, foetor, fuligin, fulvous, gravid, grue, guerdon, hebetude, immedicably, inchoate, incused, inexculpate, innominate, involuted, irrefragable, jacinth, lacustrine, leal, lenitive, louring, mansuetude, mephitic, nacre, objugations, oneiric, oriflamme, orogenic, paraesthesia, periapts, quirt, rerebraces, roborant, sacral, saft, salvific, sapid, sastrugi, scend, scoria, sendaline, sequacious, stillatory, stridulation, surquedry, telic, theriac, thetic, travertine, unassoiled, vambrace, vleis
Import
Export
Save
Help
Cancel

Fig. 20

You can enter freehand notes here. You can also import/export standard text from another source. These files should be saved in a *txt format.

Choose the output to Printer and these notes will appear on the Benefits Statement

Choose the output as Email and these notes will appear in the body text of the email you are sending

Click on the **OK** button from the report wizard screen to run the report and send the email(s).

The Email text entered will then be displayed in the body of the email received by the employees (see Fig. 21 below)

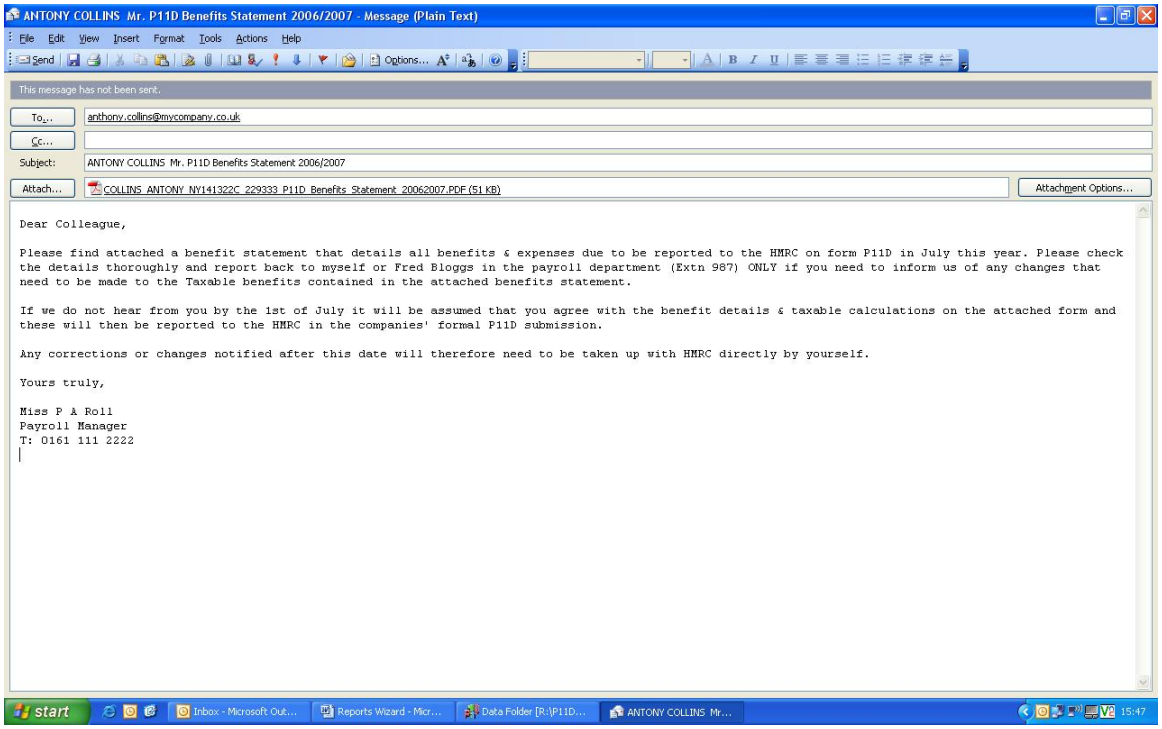

ANTONY COLLINS Mr. P11D Benefits Statement 2006/2007 - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Send
Options...
This message has not been sent.
To...
anthony.collins@mycompany.co.uk
Cc...
Subject:
ANTONY COLLINS Mr. P11D Benefits Statement 2006/2007
Attach...
COLLINS_ANTONY_NY141322C_229333_P11D_Benefits_Statement_20062007.PDF (51 KB)
Attachment Options...
Dear Colleague,
Please find attached a benefit statement that details all benefits & expenses due to be reported to the HMRC on form P11D in July this year. Please check the details thoroughly and report back to myself or Fred Bloggs in the payroll department (Extn 987) ONLY if you need to inform us of any changes that need to be made to the Taxable benefits contained in the attached benefits statement.
If we do not hear from you by the 1st of July it will be assumed that you agree with the benefit details & taxable calculations on the attached form and these will then be reported to the HMRC in the companies' formal P11D submission.
Any corrections or changes notified after this date will therefore need to be taken up with HMRC directly by yourself.
Yours truly,
Miss P A Roll
Payroll Manager
T: 0161 111 2222
start
Inbox - Microsoft Out...
Reports Wizard - Micr...
Data Folder [R:\P11D...
ANTONY COLLINS Mr...
15:47

Fig. 21

20.7 Printer [Button]

Click this button to select a default printer to be used by the system.

20.7.1 Folder [Button]

Click this button to change the default path of the output PDF reports from the system's default location of C:/Program Files/P11D/Export/Report/2006/2007 to one of your choice.

20.7.2 OK [Button]

Select the **OK** button to continue with the reporting process and run the chosen report.

20.8 Notes [Button]

Employees Benefit statements can be customised to include user defined text that will appear before the benefit details in the benefit statements.

To use this function;

1. Select the "**P11D Benefits Statement**" from the Report selector
2. Select a "**Scope**" for the report. NOTE: Selecting a scope of "This Employee" will restrict the note created to apply to the selected employee only; a scope selection for "Lookup" "Employer" or "Eveybody" will apply the "Notes" created for general use and appear on all Benefit Statements for the selected scope of employees.
3. Select a "**Report to**" option of "Screen" "Print" or "File"
4. Click the "**Notes**" button and & check the Printer box. Then type your benefit statement text into the Notes box (Fig. 22 below) or import a text file using the "Import standard text" option.

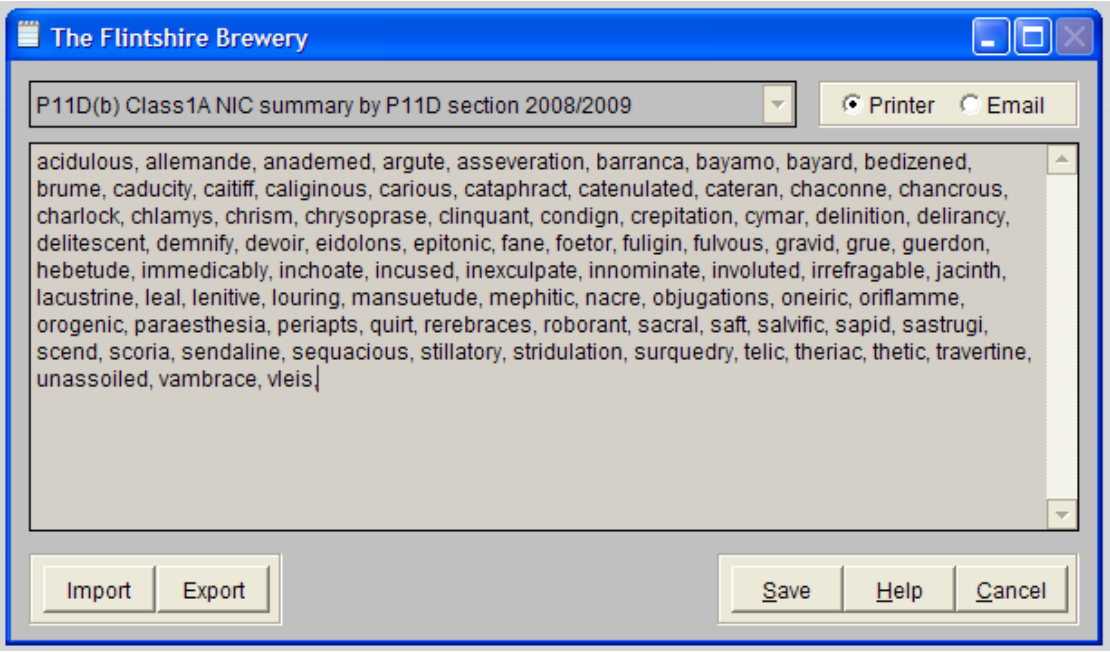

The Flintshire Brewery
P11D(b) Class1A NIC summary by P11D section 2008/2009
Printer
Email
acidulous, allemande, anademed, argute, asseveration, barranca, bayamo, bayard, bedizened, brume, caducity, caitiff, caliginous, carious, cataphract, catenulated, cateran, chaconne, chancrous, charlock, chlamys, chrism, chrysoprase, clinquant, condign, crepitation, cymar, delinition, delirancy, delitescent, demnify, devoir, eidolons, epitonic, fane, foetor, fuligin, fulvous, gravid, grue, guerdon, hebetude, immedicably, inchoate, incused, inexculpate, innominate, involuted, irrefragable, jacinth, lacustrine, leal, lenitive, louring, mansuetude, mephitic, nacre, objugations, oneiric, oriflamme, orogenic, paraesthesia, periapts, quirt, rerebraces, roborant, sacral, saft, salvific, sapid, sastrugi, scend, scoria, sendaline, sequacious, stillatory, stridulation, surquedry, telic, theriac, thetic, travertine, unassoiled, vambrace, vleis
Import
Export
Save
Help
Cancel

Fig. 22

5. When you are satisfied with the benefit statement text, click the **OK** button to save the text and close the text box.
6. Click on the **OK** button from the report wizard screen to run the report. The resulting benefit statements will then include the text entered (see Fig. 23 below for an example of this)

TIP… When using the notes option, careful use of spacing and the entry of additional "blank" lines in the Notes Text box will ensure that the benefit statements appear satisfactorily. Careful placement of these "blank" lines will also allow you to create page breaks in the benefit statement and can be therefore be used to replace pages of accompanying guidance notes

used previously.

Tax District 008/KLOOLJ:E CHESHIRE AND SLANCS AREA

P11D Benefits Statement 2006/2007

N I Number : JG/90/15/63/D

Full Name : MR. MARK AIREY

Payroll Number :PR11798

PAS Training Ltd
PAS House
PAS Business Centre
Manchester
M15 6SE

MR. MARK AIREY
Homestead
Home Lane
Hometown
Homeshire
HO1 1EE

Cost Centre : C003
Department : ACCOUNTS
Location : London
Region : South

NOTE TO ALL EMPLOYEES

This is a user defined notes area and can contain as much text as necessary to replace accompanying employee guidance notes.

This is a user defined notes area and can contain as much text as necessary to replace accompanying employee guidance notes.

K - Services supplied

Description of benefit or expense		Gross amount	Amount made good	Cash equivalent
Product Allowance,	365 days from 06/04/2006	£ 1,000.00	£ 0.00	1.22 £ 1,000.00

Fig. 23

20.8.1 Help [Button]

Click here to open up the relevant context-sensitive Help page.

20.8.2 Cancel [Button]

Click this to go back to the previous screen without running a report.

20.8.3 Duplex & Simplex Print Option

This function allow you to select the default print setting for reports between **Simplex** (single sided print) reports or **Duplex** (double sided print) so that benefit statements or P11D facsimiles can be chosen to print on both sides of an A4 page. By default the reports are set to simplex, use the key settings below from the reports wizard screen to adjust the setting to suit your needs.

Settings	**Keyboard keys used to select**
Simplex	Ctrl & Shift & S
Duplex	Ctrl & Shift & D

20.8.4 Using a Company Logo

By default, the system uses a P11D Organiser logo in many of the standard reports; (see Fig. 24 below)

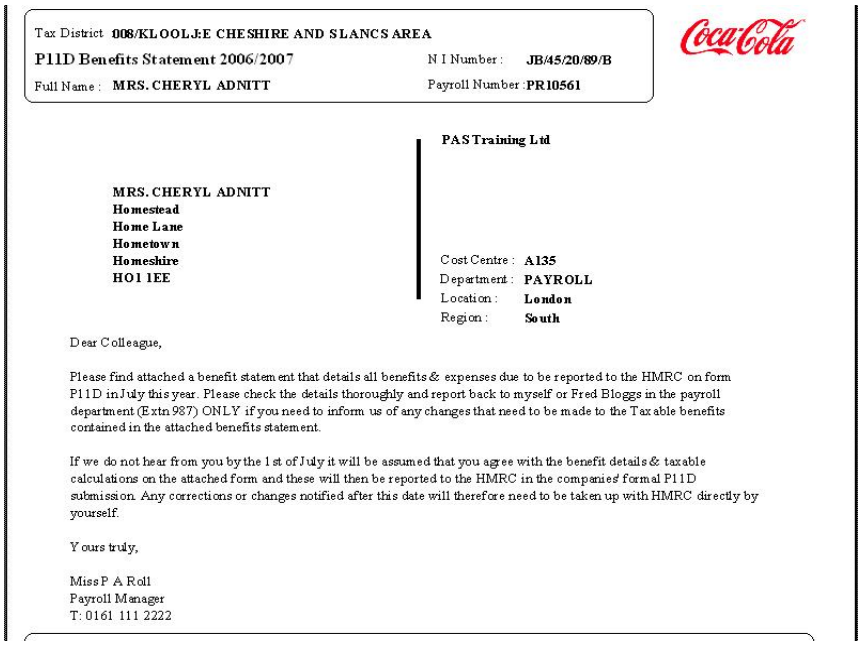
Fig. 24

However, this can be replaced to accommodate the use of a company logo or image.

Follow these steps to change the system logo;

1. Navigate to the **ReportsFRX\Graphics** folder in the installed directory of your P11D Organiser system. E.g. C:\Program Files\P11D\ReportsFRX\Graphics
2. Prepare a 190 x 190 pixel size logo image & call it "**Syslogo.jpg**"
3. Select the "**syslogo.jpg**" image file and make a copy of this in the same directory (use r/h mouse button and select "copy here" option)

Having carried out this image replacement you will have successfully changed the system logo used in the reports. This is used by many existing customers particularly for the **Employees Benefit Statements** report in order to maintain a corporate identity when communicating with employees. An example of this is displayed below.



Tax District 008/KLOOLJ:E CHESHIRE AND SLANCS AREA
P11D Benefits Statement 2006/2007
Full Name : MRS. CHERYL ADNITT
N I Number : JB/45/20/89/B
Payroll Number : PR10561

PAS Training Ltd

MRS. CHERYL ADNITT
Homestead
Home Lane
Hometown
Homeshire
HO1 1EE

Cost Centre : A135
Department : PAYROLL
Location : London
Region : South

Dear Colleague,

Please find attached a benefit statement that details all benefits & expenses due to be reported to the HMRC on form P11D in July this year. Please check the details thoroughly and report back to myself or Fred Bloggs in the payroll department (Extn 987) ONLY if you need to inform us of any changes that need to be made to the Taxable benefits contained in the attached benefits statement.

If we do not hear from you by the 1 st of July it will be assumed that you agree with the benefit details & taxable calculations on the attached form and these will then be reported to the HMRC in the companies' formal P11D submission. Any corrections or changes notified after this date will therefore need to be taken up with HMRC directly by yourself.

Yours truly,

Miss P A Roll
Payroll Manager
T: 0161 111 2222

20.9 Exporting data – Field Names

Excel or CSV files can be created easily by exporting data using the system's reports wizard. When exported, the files include a header row to accompany the data. This header row contains the system's field descriptions which will vary by the report produced. Below is a summary of these descriptions together with a brief explanation.

Title	Notes
a	Value of Section A Benefit
accessory	Value of Accessories (Company Car Details)
acomdation	Value of Accommodation
Actual	Number of Actual days of benefit/asset availability
aditnlchrg	<< >>
adj_vat	<< >>
Adjcar	<< >>
Adjfuel	<< >>
Adjust	<< >>
adr_1	Employee Address Line 1
adr_2	Employee Address Line 2
adr_3	Employee Address Line 3
adr_4	Employee Address Line 4
allowance	<< >>
allowed	<< >>
allyear	<< >>
annualvalu	<< >>
annval	<< >>
annvalrent	<< >>
aquired	<< >>
asset_no	Unique System ID - Asset
available	Number of Days of benefit availability
average	Value of Average Balance (Loans)

b	Value of Section B Benefit
basiccharg	<< >>
basis	<< >>
began	<< >>
benefit	P11D Section Benefit Description
borrow	Number of borrowers (Loans)
c	Value of Section C Benefit
c1acar	Total value of Class 1A values for car benefit
c1afuel	Total value of Class 1A values for car fuel benefit
c1atotal	Total value of Class 1A
capacity	Value of engine cc (Car details)
capital	Value of Capital Contribution
car	Value of Car Benefit
carbenefit	Value of Car Benefit
carprice	Value of List Price (Car details)
casheqv	Value of Cash equivalent for benefit calculation
cc	Vehicle engine size in cm2
charge	Value of engine cc (Car details)
class1a	Total value of Class 1A values
class1a	Rate of Class 1A applied in %
closing	Loans Closing balance value
co2	Vehicle CO2 Value
company	Employer Name
conseqtive	<< >>
cost	<< >>
costcentre	Employees Costcentre
currency	<< >>
d	Value of Section D Benefit
date	Date of Benefit
days	<< >>

daysabsent	Days absent from PAYE (Employee details)
default	<< >>
department	Employees Department
descriptio	Benefit Description
director	Director Indicator (Employee details)
discount	<< >>
dispense	Total value of Dispensation values
dob	Date of Birth (Employee details)
doc	Date of Commencement (Employee details)
dol	Date of Leaving (Employee details)
e	Value of Section E Benefit
eecdate	Date employee was included on EEC submission to HMRC
email	e-mail address (Employee details)
empcost	<< >>
empl_year	<< >>
employee	<< >>
exempt	Exempt from Class 1A (Employee details)
expenses	Value of Expenses
extras	Vehicle Additional Extras Added
f	Value of Section F Benefit
Facsimile	Reportable Status of Employee (P11D, P9D)
fax	Facsimile number (Employee details)
fbenefit	Value of Fuel Benefit
fbidate	Date employee was included on FBI submission to HMRC
fleetno	Vehicle Fleet Number
forename	Employees Forename
fpcsrate1	Mileage rate 1
fpcsrate2	Mileage rate 2
fpcsupto	Mileage rate for break in mileage band
Fpcval	<< >>

from	Benefit available FROM date
fuel	Value of Car Fuel Benefit
fuel	Vehicle Fuel Type
fuel_vat	Value of VAT for Provision of Private Fuel
fuelcharge	Fuel Charge Value
fuelpaid	Flag for the Inclusion of Fuel repaid by employee
fuelscale	Flag for the Inclusion of Fuel Charge to an employee
g	Value of Section G Benefit
grossval	<< >>
group	<< >>
h	Value of Section H Benefit
id_1	Unique System ID - Employer
id_2	Unique System ID – Employee
id_3	Unique System ID – << >>
id_4	Unique System ID – << >>
improvemen	Value of Improvements (Living accommodation)
initials	Employees Initials
intpayable	Value of Interest Paid (Loans)
intrate	Interest Rate (Loans)
j	Value of Section J Benefit
k	Value of Section K Benefit
l	Value of Section L Benefit
lastyear	<< >>
ledgercode	Value of Leger code
link	Unique System ID - << >>
location	Employees Location
m	Value of Section M Benefit
madegood	Value of employee made good contribution
marketval	Market Value
maximum	Maximum Balance (Loans)

maxval	Maximum Balance Value (Loans)
method	<< >>
mileage	Mileage Value
mileband	Mileage Band
milesb	Business Mileage
milesp	Private Mileage
milesrate	Mileage Rate Used
milest	Total Mileage
milesupto	Value of mileage up to band setting
miras	<< >>
mobile	Employee mobile telephone number
modified	Employee record modified Date
n	Value for section N benefit
name	Employer Name
netexempt	<< >>
ni_number	Employees National Insurance Number
notes	Benefit Notes (2nd line of description)
notes	Employees notes
Notused	<< >>
Oldcar	<< >>
oldcode	P11D Section prior to HMRC changes
oldvan	Indicator for van 4 or more years old
opening	Value of Loans Opening balance
otherexp	Value of Other expenses
p11d	<< >>
p11d_year	Tax Year
p46_year	Year of P46 car change
p46band	System flag for the P46 band applicable (historical)
p46car	System flag for a P46 car being required
p46fuel	<< >>

p46real	<< >>
p46reqd	<< >>
p46use	<< >>
p9dfile	<< >>
p9dvalue	Total taxable value if P9D reported
page	<< >>
payetodate	Value of Employees PAYE to date
payroll	Employees Payroll Number
percent	<< >>
Period	<< >>
post_code	Employees home post code
premium	Value of benefit (medical insurance etc.)
price	Vehicle List Price
printed	Flag to confirm P11D or Benefit Statement printed
privateuse	Value of Private contribution towards benefit
privtuse	<< >>
provided	<< >>
purpose	Loans descriptor
r_number	Vehicle Registration Number
rateabove	<< >>
rateupto	<< >>
reclaim	<< >>
reduction	<< >>
region	Employees Region
registered	Date first Registered
relocation	Value of Relocation
rent	<< >>
rentpaid	Value of Rent paid
restricted	Flag for restricted Private use of vans
rptvalue	Value of the report total

s198val	Value of Section 198 reclaim
salary	Employee Salary value
section	P11D Section
sex	Employee Sex value
share_disc	<< >>
stdcharge	<< >>
surname	Employees Surname
tax	<< >>
taxable	Total value of Taxable values
taxprice	Total Taxable benefit or car value
taxref	Employers Tax Reference Number
telephone	Employee Telephone number
thisyear	<< >>
title	Employees Title
to	Benefit available TO date
total	Total value
totalprice	Total value of Car and accessories
totprice	Total value of Car and accessories
unavailable	Number of days benefit unavailable
user_1	User defined field 1 Employee
user_2	User defined field 2 Employee
users	Number of users of a benefit
Value	<< >>
vat	<< >>
vat_out	<< >>
vatfrom	From Date for VAT report
vatto	To Date for VAT report
year	Tax Year

20.10 Employee Reports - P11D Facsimile

20.10.1 What is the P11D Facsimile Report?

This report produces a HMRC-approved P11D facsimile that can be submitted to the Inland Revenue and also sent to employees.

20.10.2 Why should I use this report?

- This report should be used to report an employee's P11D benefits and expenses to HMRC.
- You should only use this report if you are not submitting your P11D information to HMRC electronically, i.e. via EEC or FBI.
- This form can be printed onto regular A4 paper and once printed, is ready to send.

20.10.3 Should I give the employee a copy of this report to review?

- This form should be used to report each employee's P11D benefits and expenses at the end of the Tax Year to HMRC.
- A copy of this report can also be supplied to the employee; however, we recommend that you use the **Benefits Statement** report instead, as this provides more detailed employee-related information.
- Employees who have left the company should be provided with a copy of their P11D Facsimile report for their records.

20.10.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer
- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail
- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.10.5 When should I produce this report?

- This form should be produced and distributed to employees after the end of the tax year, between April & July and HMRC before 6th July each year. Leavers should also be given a copy of this form at the time of leaving.

20.11 Employee Reports - P11D Facsimile (Part)

20.11.1 What is the P11D Facsimile (Part) Report?

This report produces a HMRC-approved P11D facsimile that can be submitted to the Inland Revenue and also sent to employees. This report is an abbreviated version of the P11D Facsimile that contains only the sections of the P11D that have a benefit entry for the selected employee(s)

20.11.2 Why should I use this report?

- This report should be used to report an employee's P11D benefits and expenses to HMRC. Being an abbreviated version of the P11D Facsimile, this version will save printing time & costs as the report seeks to report all benefits on a single page per employee.

- You should only use this report if you are not submitting your P11D information to HMRC electronically, i.e. via EEC or FBI.

- This form can be printed onto regular A4 paper and once printed, is ready to send.

20.11.3 Should I give the employee a copy of this report to review?

- This form should be used to report each employee's P11D benefits and expenses at the end of the Tax Year to HMRC.

- A copy of this report can also be supplied to the employee; however, we recommend that you use the **Benefits Statement** report instead, as this provides more detailed employee-related information.

- Employees who have left the company should be provided with a copy of their P11D Facsimile report for their records.

20.11.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.11.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.12 Employee Reports – P9D Facsimile

20.12.1 What is the P9D Facsimile Report?

This report produces a HMRC-approved P9D facsimile that can be submitted to the Inland Revenue and also sent to employees.

20.12.2 Why should I use this report?

- This report should be used to report an employee's P9D benefits and expenses to HMRC.

- You should only use this report if you are not submitting your P9D information to HMRC electronically, i.e. via FBI.

- This form can be printed onto regular A4 paper and once printed, is ready to send.

20.12.3 Should I give the employee a copy of this report to review?

- This form should be used to report each employee's P9D benefits and expenses at the end of the Tax Year to HMRC.

- A copy of this report can also be supplied to the employee; however, we recommend that you use the **P9D Benefits Statement** report instead, as this provides more detailed employee-related information.

- Employees who have left the company should be provided with a copy of their P9D Facsimile report for their records.

20.12.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.12.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.13 Employee Reports – P11D Benefits Statement

20.13.1 What is the P11D Benefits Statement?

The P11D benefit statement is produced as an alternative to the employees copy P11D facsimile and can be customised to use your company logo. User defined text can also be included to pre-face the report.

20.13.2 Why should I use this report?

- This statement should be used to report employee's P11D benefits and expenses to your employees as this provides more detailed employee-related information than a P11D Facsimile.

- This statement can be customised to incorporate your company logo. User-defined text can also be included in the statement to give employee guidance notes.

- This form can be printed onto regular A4 paper and once printed, is ready to send. It contains the employee's home address in a window envelope format for ease of distribution.

20.13.3 Should I give the employee a copy of this report to review?

- Benefit statements can be delivered to employees in advance of the July HMRC deadline providing them with an opportunity to report back any errors or changes that need to be made prior to the final copy being created and delivered.

- Employees who have left the company should be provided with a copy of their P11D Facsimile report or benefit statement for their records.

20.13.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.13.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.14 Employee Reports – Taxable Benefits Statement

20.14.1 What is the Taxable Benefits Statement?

This system produces a taxable benefit statement for employees; this report only contains details of benefits & expenses that have a taxable value to be reported to HMRC. The Taxable benefit statement is produced as an alternative to the P11D facsimile and can be customised to use your company logo. User defined text can also be included to pre-face the report.

20.14.2 Why should I use this report?

- This statement should be used to report employee's P11D benefits and expenses to your employees as this provides more detailed employee-related information than a P11D Facsimile.

- This statement can be customised to incorporate your company logo. User-defined text can also be included in the statement to give employee guidance notes.

- This form can be printed onto regular A4 paper and once printed, is ready to send. It contains the employee's home address in a window envelope format for ease of distribution.

20.14.3 Should I give the employee a copy of this report to review?

- Benefit statements can be delivered to employees in advance of the July HMRC deadline providing them with an opportunity to report back any errors or changes that need to be made prior to the final copy being created and delivered.

- Employees who have left the company should be provided with a copy of their P11D Facsimile report or benefit statement for their records.

20.14.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.14.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.15 Employee Reports – Blank Benefits Statement

20.15.1 What is the Blank Benefits Statement?

This system can produce a blank benefit statement for employees that do not have any benefits or expenses to report. This report can be used to communicate a nil taxable benefits & expenses value to employees.

20.15.2 Why should I use this report?

- This report can be used to communicate a nil taxable P11D value to employees.

- This statement can be customised to incorporate your company logo. User-defined text can also be included in the statement to give employee guidance notes.

- This form can be printed onto regular A4 paper and once printed, is ready to send. It contains the employee's home address in a window envelope format for ease of distribution.

20.15.3 Should I give the employee a copy of this report to review?

- Blank Benefit statements can be delivered to employees in advance of the July HMRC deadline providing them with an opportunity to report back any omissions.

- Employees who have left the company should be provided with a copy of their P11D Facsimile report or benefit statement for their records.

20.15.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.15.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.16 Employee Reports – P9D Benefits Statement

20.16.1 What is the P9D Benefits Statement?

The P9D benefit statement is produced as an alternative to the employees copy P9D facsimile and can be customised to use your company logo. User defined text can also be included to pre-face the report.

20.16.2 Why should I use this report?

- This statement should be used to report employee's P9D benefits and expenses to your employees as this provides more detailed employee-related information than a P9D Facsimile.

- This statement can be customised to incorporate your company logo. User-defined text can also be included in the statement to give employee guidance notes.

- This form can be printed onto regular A4 paper and once printed, is ready to send. It contains the employee's home address in a window envelope format for ease of distribution.

20.16.3 Should I give the employee a copy of this report to review?

- Benefit statements can be delivered to employees in advance of the July HMRC deadline providing them with an opportunity to report back any errors or changes that need to be made prior to the final copy being created and delivered.

- Employees who have left the company should be provided with a copy of their P9D Facsimile report or benefit statement for their records.

20.16.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.16.5 When should I produce this report?

- This form should be produced and distributed to employees between April & July each year or immediately for leavers and HMRC before 6th July.

20.17 Employee Reports – Employees Part ITEPA2003 expenses claim form

20.17.1 What is the Employees Part ITEPA2003 expenses claim form?

In the absence of a dispensation, this report produces an official letter for your employees/clients to claim any tax relief due to them on any legitimate business expenditure that they may have incurred in the performance of their duties of employment.

20.17.2 Why should I use this report?

- This expenses claim form can be used to assist employees or clients' counter- claim the values reported to the HMRC for benefits and expenses. This reclamation process is only necessary when your company does not have a dispensation covering these items.

20.17.3 Should I give the employee a copy of this report to review?

- This expenses claim form should only be distributed to employees with instructions for them to sign the form & forward it to the tax office if your company does not have a dispensation covering these items.

20.17.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.17.5 When should I produce this report?

- This form can be produced and distributed to employees between April & July each year or immediately for leavers.

20.18 Employee Reports – Employees Business Mileage Statement

20.18.1 What is the Employees Business Mileage Statement?

This report creates a mileage statement per employee giving information on all mileage values entered on the system to date. The mileage information given is on a per vehicle basis and reports both Section E Mileage allowances and Section F Cars and Car fuel.

Prior to the current CO2 emissions based method of calculation, mileage bands were used to calculate company car benefits. Mileage values can still be recorded in the system to cater for both privately owned cars and company cars and mileage allowance rates set up accordingly.

20.18.2 Why should I use this report?

- This mileage statement form can be used to print or distribute a mileage statement per employee giving information on all mileage values entered on the system to date. This information may have a bearing on the amount of tax paid or available to be reclaimed by employees depending on the mileage rates you pay to employees for business mileage, compared with the HMRC recommended mileage rates.

20.18.3 Should I give the employee a copy of this report to review?

- This report should be delivered to employees only if you wish to inform them of the current mileage values that are recorded against their company cars or privately owned cars.

20.18.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.18.5 When should I produce this report?

- This form can be produced and distributed to employees at any time to report current running totals of mileage values or at the end of the tax year.

20.19 Employee Reports – Employees S232 ITEPA2003 Business Mileage Comparison

20.19.1 What is the Employees S232 ITEPA Business Mileage Comparison?

This report produces an official letter for your employees enabling them to claim any tax relief due if they have been reimbursed for business mileage at a level below the Inland Revenue's recommended rates.

This claim form has been designed in accordance with instructions contained in the Inland Revenue's leaflet IR125 – Using your own car for work

You may also use this form if you wish to report any profit element derived from the comparison of the rates the company pays compared with the HMRC approved rate table.

20.19.2 Why should I use this report?

- This report will enable your employees to reclaim tax in the circumstances that the company pays business mileage rates below the HMRC recommended rates. (currently 40p per mile for the first 10,000 miles and 25p above 10,000 miles)

20.19.3 Should I give the employee a copy of this report to review?

- This report should be distributed to employees only if you wish to inform them of the current mileage values that are recorded against their company cars or privately owned cars. It should be distributed to employees with instructions for them to sign the form & forward it to the tax office as it is not generally an "Employer" driven responsibility to report such claims.

20.19.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.19.5 When should I produce this report?

- This form can be produced and distributed to employees between April & July each year or immediately for leavers.

20.20 Employee Reports – P46 (car)

20.20.1 What is the P46 (car)?

The P11D Organiser generates an HMRC approved P46 (car) facsimile that can be printed and sent to the HMRC to report mid-year changes to employees company car details.

20.20.2 Why should I use this report?

- The system automatically generates an HMRC approved P46 (car) facsimile at any interval that you select when generated as a “Periodic Report”. However, when generated from the employee reports wizard tab the date range element of the reporting process is removed.

  The inclusion of the P46 (car) as an employee report is intended for users when entering vehicle changes on an employee by employee basis and then reporting the changes in the same one-by-one manner.

20.20.3 Should I give the employee a copy of this report to review?

- The P46 (car) report is not intended or generally used as a report to be delivered to employees, it is primarily for reporting company car changes to the HMRC.

20.20.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.20.5 Is there any other information I need to know about this report?

A P46 Report is required in any of the following circumstances:

- Car is provided for the first time.
- Existing car is replaced
- Employee is provided with a second car
- Car is withdrawn
- Employee becomes a director or begins to earn £8,500 or more per annum

When entering company car details the default system setting as "Print P46(car) when required" should remain unless a car was first allocated on 6th April or was withdrawn on 5th April. In these unusual circumstances, manual settings must be adopted and a selection made from the drop-down “Reason for p46 (car)” setting within the Car details screen.

The only other occasions when manual settings are necessary are when an employee becomes a director, or starts earning at the rate of £8,500 inclusive of benefits and expenses.

Of course any of these changes should be recorded as and when they occur and these will be automatically tagged and reported by the system.

Once a P46(car) form is printed the system knows not to print the same activity in a future quarter. In certain circumstances you may need to obtain a copy of a P46(car) that has already been printed. In these situations you will have to run the P46(car) REPRINT from the dropdown of available reports found under the Periodic Reports Tab of the Reports Wizard.

> When using the “**Periodic reports**” tab for printed P46(car) reports, it is recommended that you select the “**All Tax Year**” option and let the system print the P46 (car) reports for all outstanding changes to be generated (those that have not been printed previously)

You will not therefore need to apply a date range to the P46(car) reports as the system will only ever print the outstanding reports. When prompted, simply answer "**YES**" to the resulting "**Successfully Printed**" pop-up window (see *Printed* Fig below) which will then re-set the system p46 flags ready for any future changes only to be reported.

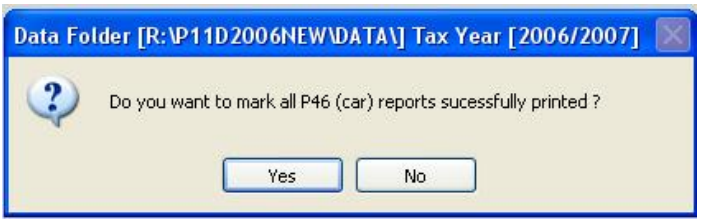


Fig. Printed

20.20.6 When should I produce this report?

- This form should be produced and distributed to HMRC on a quarterly basis as a minimum; however it can be generated on a case-by-case (one change in – one change out) basis, daily, weekly, monthly, or any user-defined date range.

- An alternative method to printing this information is available using the File By Internet tool (see separate chapter)

20.21 Fleet Reports – Company car movements by registration number

20.21.1 What is the Company car movements by registration number?

This report produces a schedule of all company car allocations ordered by vehicle registration number and displays the employee allocations per vehicle.

20.21.2 Why should I use this report?

- This report provides a full, validated schedule of car allocations and can be supplied to fleet providers/departments easily.

20.21.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.21.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.21.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	costcentre	fuelscale
company	benefit	fuelpaid
taxref	asset_no	p46reqd
surname	r_number	p46band
forename	description	
initials	fleetno	
title	co2	
ni_number	registered	
payroll	cc	
department	fuel	
location	from	
region	to	

20.21.6 When should I produce this report?

- This form can be produced at any time and is not a mandatory form.

20.22 Fleet Reports – Company car ALLOCATED listing and validation

20.22.1 What is the Company car ALLOCATED listing and validation?

This report produces a schedule of all allocated company cars ordered by vehicle registration number and displays a highlighted box to bring to your attention any vehicle values existing in the system that may lead to a benefit miscalculation or HMRC submission validation error. (FBI or EEC submission)

20.22.2 Why should I use this report?

- This report provides a validated schedule of car allocations to ensure that all currently allocated cars will not cause an error when submitting your benefit information to HMRC electronically.

20.22.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.22.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.22.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	section	r_number
asset_no	fleetno	description

co2	fuel	cc
registered	price	extras

20.22.6 When should I produce this report?

- This form can be produced at any time and is not a mandatory form.

20.23 Fleet Reports – Company car UNALLOCATED listing and validation

20.23.1 What is the Company car UNALLOCATED listing and validation?

This report produces a schedule of all unallocated company cars ordered by vehicle registration number and displays a highlighted box to bring to your attention any vehicle values existing in the system that may lead to a benefit miscalculation or HMRC submission validation error should any of these currently unallocated cars be allocated to an employee.

20.23.2 Why should I use this report?

- This report provides an easy to use method of vetting unallocated cars that exist in the system to ensure that should any of these cars be given to an employee these allocations will not cause an error when submitting your benefit information to HMRC electronically.

20.23.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.23.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional

20.23.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	section	r_number
asset_no	fleetno	description
co2	fuel	cc
registered	price	extras

20.23.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.24 Fleet Reports – Company car private use contributions by employee

20.24.1 What is the Company car private use contributions by employee?

This report produces a schedule of all employees who have made a contribution for the private use of their company cars. The contribution values reported will reflect the frequency of the contributions made against the period of availability for the car.

20.24.2 Why should I use this report?

- This report provides a schedule of private use contributions that can be easily exported to file.

20.24.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.24.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.24.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	surname
initials	ni_number	payroll
r_number	description	cc
fuel	registered	price
extras	privtuse	rptvalue

20.24.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.25 Fleet Reports – Company car capital contributions by employee

20.25.1 What is the Company car capital contributions by employee?

This report produces a schedule of all employees that have made a capital contribution to the provision of their company cars and confirms the values involved per car allocation.

20.25.2 Why should I use this report?

- This report provides a schedule of employees that have made capitol contributions to company car allocations & exports this easily to file.

20.25.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.25.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.25.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	surname
initials	ni_number	payroll
r_number	description	cc
fuel	registered	price
extras	capital	rptvalue

20.25.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.26 Fleet Reports – Company car private fuel benefit by employee

20.26.1 What is the Company car private fuel benefit by employee?

This report produces a schedule of all employees in receipt of a fuel charge for the provision of private fuel for company cars.

20.26.2 Why should I use this report?

- This report provides a schedule of car fuel allocations easily exported to file.

20.26.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.26.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.26.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	surname
initials	ni_number	payroll
r_number	description	cc
fuel	registered	price

extras fuelscale rptvalue

20.26.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.27 Fleet Reports – Company car NONE exclusive use by vehicle

20.27.1 What is the Company car NONE exclusive use by vehicle?

The system will run internal validation rules to ensure that company car allocations are exclusive by car registration number. (cars being allocated to more than one employee with overlapping dates of availability)

Generally, the report will find nothing to report as validation rules are applied for both imported data and keyed data.

If for any reason you have managed to enter car records inaccurately, any resulting records will be displayed in a schedule.

20.27.2 Why should I use this report?

- This report should be run as a maintenance tool periodically to ensure that car allocations are valid.

20.27.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.27.4 How can I produce this report?

- This report will generally be “Blank” and display a pop-up window to confirm that there are no validation issues (see fig. *Exclusive use car* below)

Reports wizard [1235 of 10000] - \\PRINTSERVE\HP LASERJET 4000 SERIES PCL 6
Company car NONE exclusive use by vehicle 2006/2007 Report is BLANK
OK

Fig. *Exclusive use car*

20.27.5 When should I produce this report?

This report should be run as a maintenance tool periodically to ensure that car allocations are valid. This form can be produced at any time and is not a mandatory form.

20.28 Fleet Reports – Company car NONE exclusive use by employee

20.28.1 What is the Company car NONE exclusive use by employee?

The system will run internal validation rules to ensure that company car allocations are exclusive employee number. (Employees being allocated cars with overlapping dates of availability)

Generally, the report will find nothing to report as validation rules are applied for both imported data and keyed data.

If for any reason you have managed to enter car records inaccurately, any resulting records will be displayed in a schedule.

20.28.2 Why should I use this report?

- This report should be run as a maintenance tool periodically to ensure that car allocations are valid.

20.28.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.28.4 How can I produce this report?

- This report will generally be “Blank” and display a pop-up window to confirm that there are no validation issues (see fig. *Exclusive use employee* below)

Reports wizard [1235 of 10000] - \\PRINTSERVE\HP LASERJET 4000 SERIES PCL 6
Company car NONE exclusive use by employee 2006/2007 Report is BLANK
OK

Fig. *Exclusive use employee*

20.28.5 When should I produce this report?

This report should be run as a maintenance tool periodically to ensure that car allocations are valid. This form can be produced at any time and is not a mandatory form.

20.29 Periodic Reports – P46 (Car)

20.29.1 What is the P46 (Car)?

The P11D Organiser generates an HMRC approved P46 (car) facsimile that can be printed and sent to the HMRC to report mid-year changes to employees company car details.

20.29.2 Why should I use this report?

- The system automatically generates an HMRC approved P46 (car) facsimile at any interval that you select when generated as a “Periodic Report” (see also Employees reports – P46 (car)

20.29.3 Should I give the employee a copy of this report to review?

- The P46 (car) report is not intended or generally used as a report to be delivered to employees, it is primarily for reporting mid-year company car changes to the HMRC.

20.29.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can email this report to the selected employee(s) with covering notes which will appear in the body of the e-mail

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.29.5 Is there any other information I need to know about this report?

A P46 (car) Report is required in any of the following circumstances:

- Car is provided for the first time.
- Existing car is replaced
- Employee is provided with a second car

- Car is withdrawn
- Employee becomes a director or begins to earn £8,500 or more per annum

When entering company car details the default system setting as "Print P46 (car) when required" should remain unless a car was first allocated on 6th April or was withdrawn on 5th April. In these unusual circumstances, manual settings must be adopted and a selection made from the drop-down “Reason for p46 (car)” setting within the Car details screen.

The only other occasions when manual settings are necessary are when an employee becomes a director, or starts earning at the rate of £8,500 inclusive of benefits and expenses.

Of course any of these changes should be recorded as and when they occur and these will be automatically tagged and reported by the system.

Once a P46 (car) form is printed the system knows not to print the same activity in a future quarter. In certain circumstances you may need to obtain a copy of a P46 (car) that has already been printed. In these situations you will have to run the P46 (car) REPRINT from the dropdown of available reports found under the Periodic Reports Tab of the Reports Wizard.

When using the “**Periodic reports**” tab for printed P46 (car) reports, it is recommended that you select the “**All Tax Year**” option and let the system print the P46 (car) reports for all outstanding changes to be generated (those that have not been printed previously)

You will not therefore need to apply a date range to the P46 (car) reports as the system will only ever print the outstanding reports. When prompted, simply answer “**YES**” to the resulting “**Successfully Printed**” pop-up window (see *Printed* Fig below) which will then re-set the system p46 flags ready for any future changes only to be reported.

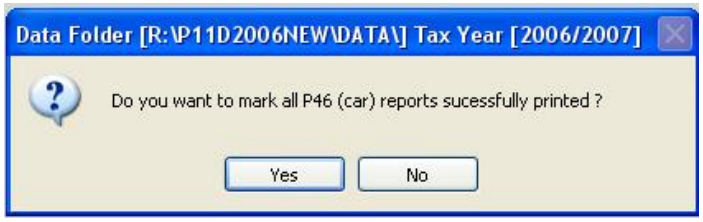


Fig. Printed

20.29.6 When should I produce this report?

- This form should be produced and distributed to HMRC on a quarterly basis as a minimum; however it can be generated on a case-by-case (one

- An alternative method to printing this information is available using the File By Internet tool.

20.30 Periodic Reports – P46 (Car) Movements by Employee

20.30.1 What is the P46 (Car) Movements by Employee?

As an alternative to generating individual P46 (car) facsimiles the system can report mid-year car changes to employees company car details in a schedule or spreadsheet.

This method of reporting is preferred by users who have a large number of changes to report and who do not want to produce these on an individual p46 (car) facsimiles.

20.30.2 Why should I use this report?

- Whilst this not a mandatory report, there is a need to <<<JAS>> The system automatically generates a P46 (car) movements schedule at any interval that you select when generated as a “Periodic Report” (see also Employees reports – P46 (car)

20.30.3 Should I give the employee a copy of this report to review?

- The P46 (car) report is not intended or generally used as a report to be delivered to employees, it is primarily for reporting mid-year company car changes to the HMRC.

- As this is not a centrally approved HMRC report you should gain local tax office approval to use this report.

20.30.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.30.5 Is there any other information I need to know about this report?

A P46 (car) Report is required in any of the following circumstances:

- Car is provided for the first time.
- Existing car is replaced
- Employee is provided with a second car
- Car is withdrawn
- Employee becomes a director or begins to earn £8,500 or more per annum

When entering company car details the default system setting as "Print P46 (car) when required" should remain unless a car was first allocated on 6th April or was withdrawn on 5th April. In these unusual circumstances, manual settings must be adopted and a selection made from the drop-down “Reason for p46 (car)” setting within the Car details screen.

The only other occasions when manual settings are necessary are when an employee becomes a director, or starts earning at the rate of £8,500 inclusive of benefits and expenses.

Of course any of these changes should be recorded as and when they occur and these will be automatically tagged and reported by the system.

Once a P46 (car) form is printed the system knows not to print the same activity in a future quarter. In certain circumstances you may need to obtain a copy of a P46 (car) that has already been printed. In these situations you will have to run the P46 (car) REPRINT from the dropdown of available reports found under the Periodic Reports Tab of the Reports Wizard.

When using the “**Periodic reports**” tab for printed P46 (car) reports, it is recommended that you select the “**All Tax Year**” option and let the system print the P46 (car) reports for all outstanding changes to be generated (those that have not been printed previously)

You will not therefore need to apply a date range to the P46 (car) reports as the system will only ever print the outstanding reports. When prompted, simply answer “**YES**” to the resulting “**Successfully Printed**” pop-up window (see *Printed* Fig below) which will then re-set the system p46 flags ready for any future changes only to be reported.

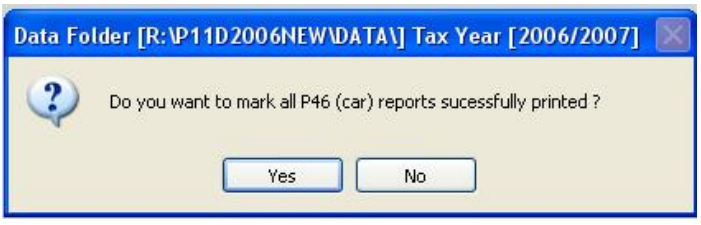


Fig. Printed

20.30.6 When should I produce this report?

- This form should be produced and distributed to HMRC on a quarterly basis as a minimum; however it can be generated on a case-by-case (one change in – one change out) basis, daily, weekly, monthly, or any user-defined date range.

- An alternative method to printing this information is available using the File By Internet tool.

20.30.7 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	company	taxref
surname	forename	title
ni_number	payroll	id_2
id_3	page	id_4
r_number	benefit	descriptio
price	extras	co2
acessory	totprice	capital
taxprice	carprice	from
to	registered	oldcar
p46fuel	fuel	r_number
fleetno	asset_no	privateuse
carbenefit	fbenefit	p46use
cc	mileage	discount
fuelscale	fuelpaid	p46reqd
p46band	p46real	casheqv
madegood	taxable	class1a
dispense	p9dvalue	

20.31 Periodic Reports – Company car Class 1A National Insurance

20.31.1 What is the Company car Class 1A National Insurance?

This report produces a schedule of all the class 1A values for employees in receipt of company car & car fuel benefits and is automatically subtotalled by cost centres.

20.31.2 Why should I use this report?

- This report can be used to easily summarise and charge back class 1A values to cost centres for all car related benefits. However, in recent years this report has been superseded by the P11D Class 1A Summary report that contains **all** P11D sections that are subject to Class 1A payment. (see Employer reports section for further details)

20.31.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.31.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.31.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	surname
initials	ni_number	payroll

r_number	description	cc
fuel	registered	price
extras	fuelscale	rptvalue

20.31.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.32 Periodic Reports – Company car Fuel Benefit V.A.T

20.32.1 What is the Company car Fuel Benefit V.A.T?

This report provides a complete Class 1A NIC calculation for all employees' company car & fuel benefits for the relevant Tax year at the set NIC rate. The report is subdivided by cost centre and has the added functionality to report by user defined date.

20.32.2 Why should I use this report?

- This report can be used deliver a report of all the output tax on car fuel benefit for any period.

20.32.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.32.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional

20.32.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	r_number
description	from	to
costcentre	year	days
fuel	cc	vatfrom
vatto	fuel_vat	adj_vat
vat_out		

20.32.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.33 Periodic Reports – ABSENT Business Mileage

20.33.1 What is the ABSENT Business Mileage?

- This Report will provide a breakdown of employees who have not submitted any business mileage details across a user-defined period. The report is split to report First Company cars and Second Company cars.

20.33.2 Why should I use this report?

- This report can be used deliver a report of all employees who have not submitted mileage values any for any period.

20.33.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.33.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.
-
- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.33.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	section	milesrate
id_2	id_4	from
to	id_3	link
r_number	asset_no	descriptio
registered	milesb	milesp
milest	mileage	surname
forename	title	ni_number
payroll		

20.33.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.34 Periodic Reports – INPUT Business Mileage

20.34.1 What is the INPUT Business Mileage?

- This Report will provide a breakdown of employees who have submitted any business mileage details across a user-defined period. The report is split to report First Company cars and Second Company cars.

20.34.2 Why should I use this report?

- This report can be used deliver a report of all employees who have submitted mileage values any for any period.

20.34.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.34.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.34.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	section	milesrate
id_2	id_4	from
to	id_3	link
r_number	asset_no	descriptio
registered	milesb	milesp
milest	mileage	surname
forename	title	ni_number
payroll		

20.35 Periodic Reports – Employees Business Mileage Declaration

20.35.1 What is the Employees Business Mileage Declaration?

- This Report provides a mileage declaration for distribution to employees who may not have submitted any business mileage details for a particular period and is produced in a window envelope format for ease of delivery. This report can be used in conjunction with the absent business mileage report to submit a declaration to a specific look-up of employees.

20.35.2 Why should I use this report?

- This report can be used deliver a report of all employees who have not submitted mileage values any for any period.

20.35.3 Should I give the employee a copy of this report to review?

- This report should be distributed to employees only if you wish to inform them of the current mileage values that are recorded against their company cars or privately owned cars. It should be distributed to employees with instructions for them to sign the form & forward it to the tax office as it is not generally an “Employer” driven responsibility to report such claims.

20.35.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

20.35.5 When exported to a spreadsheet what fields of data will be available for me to use?

This report does not export to an XLS or CSV file.

20.35.6 When should I produce this report?

- This form can be produced at any time and is not a mandatory form.

20.36 Periodic Reports – EXPORT to Accounts

20.36.1 What is the EXPORT to Accounts?

This Report provides statement of all expense and benefit entries that have been entered into the system and associated with an Accounts Ledger code.

20.36.2 Why should I use this report?

- This Report when exported to a file provides details of all expense and benefit entries that have been entered into the system and associated with an Accounts Ledger code.

20.36.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.36.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF PDF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.36.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	company	taxref
surname	forename	title
ni_number	payroll	id_2
costcentre	department	location
region	section	date
benefit	id_4	ledgercode

default	vat	percent
reclaim	allowed	casheqv
madegood	taxable	dispense
class1a		

20.36.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.37 Periodic Reports – EXPORT to payroll

20.37.1 What is the EXPORT to payroll?

This Report provides statement of all expense and benefit entries that have been entered into the system and associated with a Payroll Ledger code.

20.37.2 Why should I use this report?

- This Report when exported to a file provides details of all expense and benefit entries that have been entered into the system and associated with a Payroll Ledger code.

20.37.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.37.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF PDF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.37.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	company	taxref
surname	forename	title
ni_number	payroll	id_2
costcentre	department	location
region	section	date
benefit	id_4	ledgercode
default	vat	percent
reclaim	allowed	casheqv
madegood	taxable	dispense
class1a		

20.37.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.38 Periodic Reports – P46 (car) REPRINT

20.38.1 What is the P46 (car) REPRINT?

Use this function if you need to reprint a previously printed P46 (car) form. The system will show all car movement activity from the beginning of the tax year to date.

20.38.2 Why should I use this report?

- Use this function if you need to reprint a previously printed P46 (car) form. The system will show all car movement activity from the beginning of the tax year to date.

20.38.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.38.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.38.5 When exported to a spreadsheet what fields of data will be available for me to use?

o This report does not export to an XLS or CSV file.

20.38.6 When should I produce this report?

- This form can be produced at any time and is not a mandatory form.

20.39 Periodic Reports – P46 (car) Movements by Employee REPRINT

20.39.1 What is the P46 (car) Movements by Employee REPRINT?

Use this function if you need to reprint a previously printed P46 (car) schedule. The system will show all car movement activity from the beginning of the tax year to date.

20.39.2 Why should I use this report?

- Use this function if you need to reprint a previously printed P46 (car) schedule. The system will show all car movement activity from the beginning of the tax year to date.

20.39.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.39.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.39.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	company	taxref
surname	forename	title
ni_number	payroll	id_2
id_3	page	id_4
r_number	benefit	descriptio
price	extras	co2
acessory	totprice	capital
taxprice	carprice	from
to	registered	oldcar
p46fuel	fuel	r_number
fleetno	asset_no	privateuse
carbenefit	fbenefit	p46use
cc	mileage	discount
fuelscale	fuelpaid	p46reqd
p46band	p46real	casheqv
madegood	taxable	class1a
dispense	p9dvalue	

20.40 Benefits & Expenses Reports – Section A - Assets Transferred

20.40.1 What is the Section A – Assets Transferred?

- The P11D Organiser provides reports on all benefits by P11D section within

20.40.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.40.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.40.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.40.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	descriptio	date
notes	casheqv	madegood
taxable	class1a	dispense
p9dvalue		

20.40.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.41 Benefits & Expenses Reports – Section B – Payments made on behalf of the employee

20.41.1 What is the Section B – Payments made on behalf of the employee?

- **The P11D Organiser provides reports on all benefits by P11D section within the system.**

20.41.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.41.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.41.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.41.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header	Field Header	Field Header
Facsimile	id_1	company

taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	descriptio	date
notes	casheqv	madegood
taxable	class1a	dispense
p9dvalue		

20.41.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form

20.42 Benefits & Expenses Reports – Section C – Vouchers and credit cards

20.42.1 What is the Section C – Vouchers and credit cards?

- **The P11D Organiser provides reports on all benefits by P11D section within the system.**

20.42.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.42.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.42.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional

20.42.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	descriptio	date
notes	casheqv	madegood
taxable	class1a	dispense
p9dvalue		

20.42.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.43 Benefits & Expenses Reports – Section D – Living accommodation

20.43.1 What is the Section D – Living accommodation?

- **The P11D Organiser provides reports on all benefits by P11D section within the system.**

20.43.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.43.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.43.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.43.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
description	aquired	cost
improvemen	value	date
notes	from	to
rentpaid	annualvalu	basiccharg
aditnlchrg	share_disc	casheqv
madegood	taxable	class1a
dispense	p9dvalue	

20.43.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form.

20.44 Benefits & Expenses Reports – Section E – Mileage allowance

20.44.1 What is the Section E – Mileage allowance?

- **The P11D Organiser provides reports on all benefits by P11D section within the system.**

20.44.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.44.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.44.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.44.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	milesrate
id_4	benefit	descriptio
from	to	registered

r_number	cc	fuel
milesupto	rateupto	rateabove
mileage	allowance	expenses
fpcsrate1	fpcsrate2	fpcsupto
capacity	fpcval	casheqv
madegood	taxable	class1a
dispense	p9dvalue	

20.44.6 When should I produce this report?

This form can be produced at any time and is not a mandatory form

20.45 Benefits & Expenses Reports – Section F – Cars and car fuel

20.45.1 What is the Section F – Cars and car fuel?

- **The P11D Organiser provides reports on all benefits by P11D section within the system.**

20.45.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.45.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.45.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report

20.45.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	benefit	descriptio
price	extras	co2
accessory	totalprice	capital
taxprice	carprice	from
to	registered	fuel
r_number	fleetno	privateuse
carbenefit	fbenefit	cc
discount	p46band	mileband
mileage	fuelcharge	casheqv
madegood	taxable	class1a
dispense	P9dvalue	s198val

20.46 Benefits & Expenses Reports – Section G – Vans

20.46.1 What is the Section E – Vans?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.46.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.46.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.46.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.46.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
benefit	r_number	descriptio
registered	oldvan	stdcharge
from	to	allyear
conseqtive	notused	unavailble
reduction	charge	users
restricted	casheqv	madegood
taxable	class1a	dispense
p9dvalue		

20.47 .Benefits & Expenses Reports – Section H – Interest free and low interest loans

20.47.1 What is the Section H – Interest free and low interest loans?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.47.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.47.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.47.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.47.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
descriptio	notes	miras
borrow	purpose	method
basis	currency	maximum
from	opening	to
closing	average	intrate
period	intpayable	madegood
casheqv	taxable	class1a
dispense	p9dvalue	

20.48 .Benefits & Expenses Reports – Section I – Private medical treatment or insurance

20.48.1 What is the Section I – Private medical treatment or insurance?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.48.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.48.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.48.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.48.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	descriptio	date

notes	from	to
available	unavailable	premium
casheqv	madegood	taxable
class1a	dispense	p9dvalue

20.49 .Benefits & Expenses Reports – Section J – Qualifying relocation expenses payments and benefits

20.49.1 What is the Section J – Qualifying relocation expenses payments and benefits?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.49.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.49.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.49.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.49.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
began	description	notes
empcost	grossval	acomdation
thisyear	exempt	lastyear
netexempt	casheqv	madegood
taxable	class1a	dispense
p9dvalue		

20.50 .Benefits & Expenses Reports – Section K – Services Supplied

20.50.1 What is the Section K – Services Supplied?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.50.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.50.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.50.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.50.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	id_2	page
id_4	descriptio	date
notes	from	to
available	unavailable	premium
casheqv	madegood	taxable
class1a	dispense	p9dvalue

20.51 .Benefits & Expenses Reports – Section L – Assets placed at the employee's disposal

20.51.1 What is the Section L – Assets placed at the employee's disposal?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.51.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.51.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.51.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.51.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
descriptio	notes	provided
marketval	percent	maxval
allyear	from	to
available	annval	rent
annvalrent	otherexp	casheqv
madegood	taxable	class1a
dispense	p9dvalue	

20.52 Benefits & Expenses Reports – Section M – Other Items

20.52.1 What is the Section M – Other Items?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.52.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.52.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.52.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.52.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
date	descriptio	notes
casheqv	madegood	taxable
class1a	dispense	p9dvalue

20.53 Benefits & Expenses Reports – Section N – Expenses payments made to, or on behalf of, the employee

20.53.1 What is the Section N – Expenses payments made to, or on behalf of, the employee?

- The P11D Organiser provides reports on all benefits by P11D section within the system.

20.53.2 Why should I use this report?

- These reports generated at the company level provide an instant overview of all assets and benefits with their cash equivalents together with the employee details.

20.53.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.53.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.53.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
Facsimile	id_1	company
taxref	surname	forename
title	ni_number	payroll
initials	page	id_4
date	descriptio	notes

casheqv	madegood	taxable
class1a	dispense	p9dvalue

20.54 Employer Reports – P11D(b) Employer's Declaration

20.54.1 What is the P11D(b) Employer's Declaration?

- This report produces a HMRC-approved P11D(b) facsimile that can be submitted to the Inland Revenue.

20.54.2 Why should I use this report?

- A P11D(b) declaration incorporating the extended Class 1A NIC charge can be produced easily. Only benefits appearing on P11D's are subject to these Class 1A NIC charges (i.e. not benefits appearing on P9D's)

20.54.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for HMRC reporting only.

20.54.4 How can I produce this report?

- You can produce this report for the selected employer directly to the printer

- You can produce this report for the selected employer into a PDF format which can be saved to file and distributed.

20.54.5 When exported to a spreadsheet what fields of data will be available for me to use?

- This report does not export to an XLS or CSV file.

20.54.6 When should I produce this report?

- P11D(b) is a mandatory form and should be produced and distributed to HMRC before 6th July each year.

20.54.7 Is there anything else I should know about this report?

- This report does not need to be returned to HMRC if you are reporting your benefits to HMRC using the systems' FBI on-line reporting tool.

- Any Adjustments to standard Class 1A settings made within the system will be displayed on page 2 of the P11D(b) as "positive" or "negative" adjustments in section 4 of the facsimile.

20.55 Employer Reports – P11D(b) Class 1A NIC summary by P11D section

20.55.1 What is the P11D(b) Class 1A NIC summary by P11D section?

- This report produces a schedule of all Class 1A and cash equivalent values/benefit descriptions for each section of the P11D that has data entered within the system.

20.55.2 Why should I use this report?

- This report provides an overview of all benefits contained within the system, broken down by P11D section and provides any easy was of checking Class 1A values.

20.55.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.55.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report

20.55.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	name	taxref
section	oldcode	page
benefit	id_4	vat
taxable	class1a	dispense

20.55.6 When should I produce this report?

This is not a mandatory form and can be produced at any time

20.56 Employer Reports – P11D(b) Class 1A NIC summary by costcentre

20.56.1 What is the P11D(b) Class 1A NIC summary by costcentre?

- This report produces a schedule of all Class 1A and cash equivalent values & benefit descriptions for each section of the P11D broken down & sub-totalled by costcentre.

20.56.2 Why should I use this report?

- This report provides an overview of all benefits contained within the system, broken down by P11D section and provides any easy was of checking Class 1A values.

20.56.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.56.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.56.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	name	taxref
costcentre	section	oldcode
page	benefit	id_4
vat	taxable	class1a
dispense		

20.56.6 When should I produce this report?

This is not a mandatory form and can be produced at any time

20.57 Employer Reports – P11D(b) Class 1A NIC summary by employee

20.57.1 What is the P11D(b) Class 1A NIC summary by employee?

- This report produces a schedule of all Class 1A and cash equivalent values & benefit descriptions for each section of the P11D broken down to employee level.

20.57.2 Why should I use this report?

- This report provides an overview of all benefits contained within the system, broken down by P11D section and provides any easy was of checking Class 1A values.

20.57.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.57.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.57.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	name	taxref
p9dfile	forename	surname
initials	ni_number	payroll
sex	title	dob
doc	dol	costcentre
location	department	region
id_2	section	page
benefit	id_4	oldcode
vat	madegood	taxable
class1a	casheqv	dispense

20.57.6 When should I produce this report?

This is not a mandatory form and can be produced at any time

20.58 Employer Reports – List employees with all associated details

20.58.1 What is the List employees with all associated details?

This report produces a schedule of all data held for the employee records.

20.58.2 Why should I use this report?

- This report provides a list of employees and can also be exported to a spreadsheet should you wish to perform a mail merge to create employee address labels etc.

20.58.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.58.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.58.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	title
initials	forename	surname

payroll	payetodate	salary
daysabsent	ni_number	department
location	region	costcentre
user_1	user_2	adr_1
adr_2	adr_3	adr_4
post_code	director	sex
dob	dol	doc
telephone	fax	mobile
email	p11d_year	p11d
empl_year	employee	p46_year
p46car	printed	casheqv
madegood	taxable	dispense
class1a	exempt	relocation
p9dfile	p9dvalue	eecdate
fbidate	modified	

20.59 Employer Reports – List employees with P11D sections applied

20.59.1 What is the List employees with P11D sections applied?

- This graphical report produces a schedule of all employees with a benefit icon to represent the section of the P11D where a benefit entry exists.

20.59.2 Why should I use this report?

- This graphical report provides a useful overview of employees benefits represented by icon and is a useful report to check the existence of benefits against employee records.

20.59.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.59.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.59.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
id_1	id_2	title
initials	forename	surname
payroll	payetodate	salary
daysabsent	ni_number	department
location	region	costcentre
user_1	user_2	adr_1
adr_2	adr_3	adr_4
post_code	director	sex
dob	dol	doc
telephone	fax	mobile
email	p11d_year	p11d
empl_year	employee	p46_year
p46car	printed	casheqv
madegood	taxable	dispense
class1a	exempt	relocation
p9dfile	p9dvalue	eecdate
fbidate	modified	

20.60 Employer Reports – List employees with Taxable values

20.60.1 What is the List employees with Taxable values?

- This report produces a schedule of all employees with the total taxable benefit value per employee.

20.60.2 Why should I use this report?

- This report provides an overview of all benefits contained within the system, broken down at employee level by the total taxable value per employee.

20.60.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.60.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.60.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
group	id_1	id_2
tax	forename	surname
initials	sex	title
dob	doc	dol
ni_number	payroll	costcentre
location	department	adr_1

adr_2	adr_3	adr_4
post_code	a	b
c	d	e
f	g	h
I	j	k
l	m	n
total		

20.60.6 When should I produce this report?

This is not a mandatory form and can be produced at any time.

20.61 Employer Reports – List all employers

20.61.1 What is the List all employers?

This report produces a schedule of all companies held within the system.

20.61.2 Why should I use this report?

- This report provides an overview of all employers held within the system, and is a useful report to check employers PAYE, TAX DISTRICT, EEC SUB REF settings.

20.61.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.61.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

20.61.5 When exported to a spreadsheet what fields of data will be available for me to use?

This report does not export to an XLS or CSV file.

20.61.6 When should I produce this report?

This is not a mandatory form and can be produced at any time.

20.62 Employer Reports – Benefits & expenses distribution report

20.62.1 What is the Benefits & expenses distribution report?

- This report produces a schedule of all employees sub-divided by cost centres with the taxable status per employee (P11D / P9D or No Benefits)

20.62.2 Why should I use this report?

- This report provides an overview of all employees within the system, broken down by costcentre giving a Taxable status per employee and is an easy way of checking the total taxable status per employee.

20.62.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.62.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.62.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
group	id_1	id_2
tax	forename	surname

initials	sex	title
dob	doc	dol
ni_number	payroll	costcentre
location	department	adr_1
adr_2	adr_3	adr_4
post_code	a	b
c	d	e
f	g	h
I	j	k
l	m	n
total		

20.62.6 When should I produce this report?

This is not a mandatory form and can be produced at any time.

20.63 Employer Reports – Benefits & expenses distribution report summary

20.63.1 What is the Benefits & expenses distribution report summary?

- This report produces a summary of the reportable position of employees per cost centre with the taxable status per employee (P11D / P9D or No Benefits)

20.63.2 Why should I use this report?

- This report produces a summary of the reportable position of employees per cost centre with the taxable status per employee (P11D / P9D or No Benefits).

20.63.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.63.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can produce this report for the selected employee(s) into a PDF format which can be saved to file and distributed.

- You can Export this report for the selected employee(s) into a CSV, XLS, DBF or PRN format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

20.63.5 When exported to a spreadsheet what fields of data will be available for me to use?

Field Header Header	Field Header	Field
group	id_1	id_2
tax	forename	surname
initials	sex	title
dob	doc	dol
ni_number	payroll	costcentre
location	department	adr_1
adr_2	adr_3	adr_4
post_code	a	b
c	d	e
f	g	h
I	j	k
l	m	n
total		

20.63.6 When should I produce this report?

This is not a mandatory form and can be produced at any time.

20.64 Employer Reports – Interest free and low interest loans – Joint borrowers report

20.64.1 What is the Interest free and low interest loans – Joint borrowers report?

- This report is a specialist report for users who need to manage the effects of joint borrowers. Unless the setting for Joint borrowers has been made the report will generally result in a pop-up window to confirm that the report is Blank.

20.64.2 Why should I use this report?

- As this is a specialist report it will not be of interest to the majority of users.

20.64.3 Should I give the employee a copy of this report to review?

- No, this is a report intended for management/system users only.

20.64.4 How can I produce this report?

- You can produce this report for the selected employee(s) directly to the printer

- You can Export this report for the selected employee(s) into a CSV, XL5 or WK1 format. Using this export option will then include additional data fields that cannot be displayed in a standard A4 printed report enabling you to create your own reports using external software such as MS Excel.

- Unless the setting for Joint borrowers has been made the report will generally result in a pop-up window to confirm that the report is Blank

Reports wizard [0 of 10000] - \\PRINTSERVE\HP LASERJET 4000 SERIES PCL 6
Interest free and low interest loans - Joint borrowers report 2006/2007 Report is BLANK
OK

20.64.5 When should I produce this report?

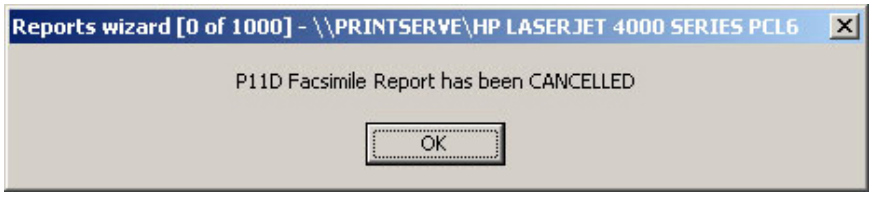
This is not a mandatory form and can be produced at any time

20.65 Error Messages

20.65.1 Error: P11D Facsimile Report is BLANK

This message indicates that the specified employee(s) do not have any P11D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

20.65.2 Error: P11D Facsimile Report has been CANCELLED



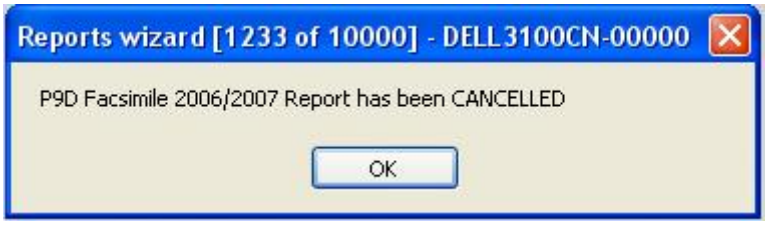
This message indicates that the specified employee(s) do not have any P11D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

You may also need to check that you have the correct version of the software installed as the system will only report the current tax year's P11D facsimile.

20.65.3 Error: P9D Facsimile Report is BLANK

This message indicates that the specified employee(s) do not have any P9D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

20.65.4 Error: P9D Facsimile Report has been CANCELLED



This message indicates that the specified employee(s) do not have any P9D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

You may also need to check that you have the correct version of the software installed as the system will only report the current tax year's P9D facsimile.

20.65.5 Error: P11D Facsimile (Part) Report has been CANCELLED

Reports wizard [1234 of 10000] - \\PRINTSERVE\HP LASERJET 4000 SERIES PCL 6
P11D Facsimile (Part) 2006/2007 Report has been CANCELLED
OK

This message indicates that the specified employee(s) do not have any P11D benefits and expenses to report on this form. We suggest you review

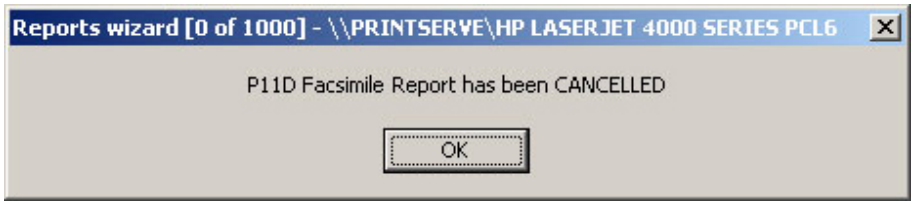
the benefits profile of the selected employee(s) or change the scope of your report.

You may also need to check that you have the correct version of the software installed as the system will only report the current tax year's P11D facsimile.

20.65.6 Error: P11D Facsimile Report is BLANK

This message indicates that the specified employee(s) do not have any P11D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

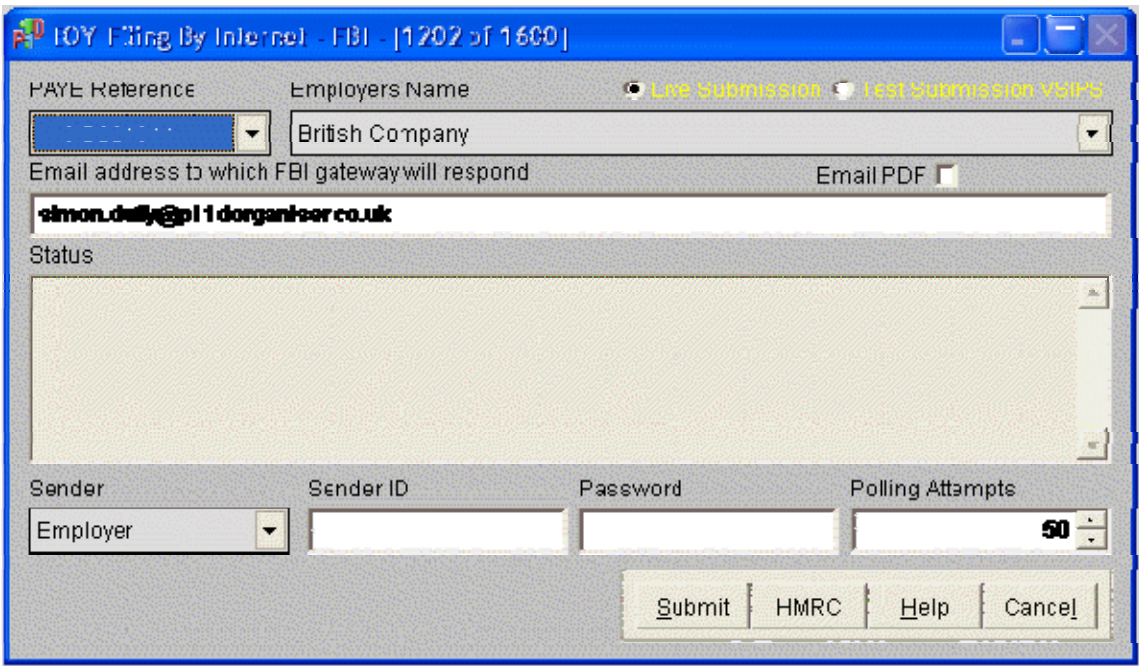
20.65.7 Error: P11D Facsimile Report has been CANCELLED



This message indicates that the specified employee(s) do not have any P11D benefits and expenses to report on this form. We suggest you review the benefits profile of the selected employee(s) or change the scope of your report.

You may also need to check that you have the correct version of the software installed as the system will only report the current tax year's P11D facsimile

21 Filing by Internet



P11D Organiser has the facility to submit Benefits & expenses data to HMRC via the internet through a process known as File by Internet (FBI). The FBI route can be used in year to submit P46(car) changes. After the end of the year all of your P11D, P9D & P11D(b) returns can be submitted electronically.

The system generates an XML return that is sent via the internet to the Government Gateway. To be successful employers/agents have to register with the Government Gateway. Details of how to register can be found at the following website: -

https://online.hmrc.gov.uk

You can submit P46(car) returns on a daily basis if you wish to do so. However the end of year returns incorporating the P11Ds, P9Ds & P11D(b) for the employer can only be submitted once after the end of the tax year. If any amendments need to be made then these have to be done on paper copies of the P11D.

In order to test your connection to the Government Gateway, click the HMRC button. A window will open with XML code displayed in it. This confirms that your connection is valid. If you use a proxy server or a firewall you may need additional settings.

The additional settings are accessed by utilising the following key strokes: -

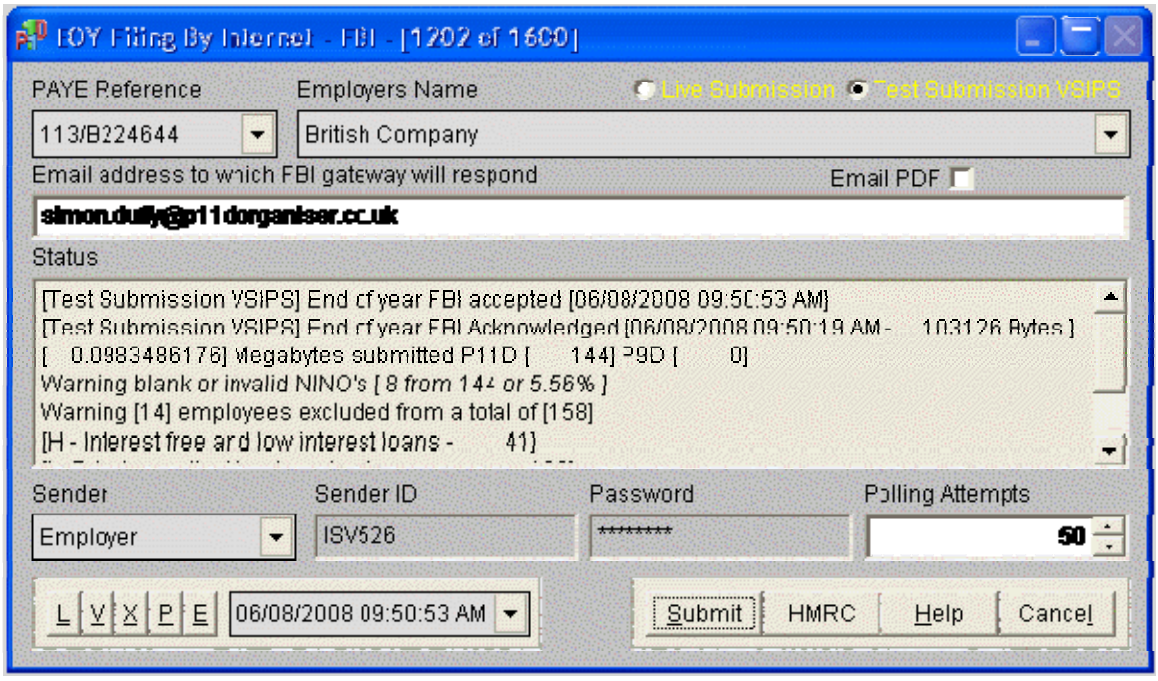
- Shift + 1: Direct Connection
- *Shift* + 0: Pre-config (use IE connection / Proxy settings)
- *Shift* + 3: Proxy (manually connecting through proxy)
- *Shift* + 4: Pre-config (use IE settings) prevent startup script

Once a successful connection has been made an message appears in your chosen web browser confirming this.

We also allow users to submit a test submission by selecting the radio button "TEST

SUBMISSION VSIPS". This is so that you can validate your data before you do the final LIVE submission. PLEASE NOTE only one LIVE submission can be submitted. If you make any errors you will have to submit any amendments via a paper hard copy of the relevant forms.

After a successful submission the new buttons appear on the screen



L, V, P, E, Q buttons

Buttons L, V, X, P, E at the bottom left of FBI screen will be available for testing submission.

L: List of submitted employees

V: View the submitted .xml file

X: List of excluded employees

P: Generate P11D(b) in PDF for FBI / Generate P46(Car) information in PDF for P46(Car) FBI

E: Email P11D(b) for FBI / Email P46(Car) information for P46(Car) FBI

NB Please note that mileage allowance relief cannot be automatically claimed using this method of delivery to HMRC, as no negative amounts can be returned on the XML file. If you wish to continue to claim tax relief on behalf of your employees on the difference between the AMAP rates & the mileage rate your company pays to those employee's using their own privately owned vehicles, you have to submit an EEC submission via 3 ½" Floppy Disc.

Similarly any adjustments for Part 5 ITEPA 2003 expenses claims made outside of a dispensation cannot pass through the Government Gateway.

In all instances a PRINTED P11D(b) form MUST be sent to HMRC as this supersedes the online submission and also contains all adjustments that cannot be processed by the Government Gateway

To run the end of year FBI routines you have to go to the Tools Menu & select *Year End* – then *EOY Filing by Internet (FBI)* option.

To run the in-year P46(car) FBI routines you have to go to the Tools Menu & select the *P46(car) Filing by Internet FBI* option.

PAYE Ref

Select the PAYE ref for the company you wish to submit details for.

Employers Name

Choose the Employer you wish to submit details for here

Live Submission/Test Submission VSIPS

Choose the type of submission you wish to prepare here

Email Address

You have to enter a valid return Email address here at which you will receive communications from the Government Gateway.

Email PDF check box

Ticking this checkbox will email the P11D(b) PDF (for EOY FBI) and P46(Car) (for P46 Car FBI).

Resubmit P46(car) only

Ticking this will resubmit P46(car) data if the original submission failed

STATUS

This box displays The current status of any submissions being made to the Government Gateway. The messages here state whether a communication has been successfully issued & received & whether it has been processed by HMRC.

NB if you receive a message stating Failed User Credentials, this means that at least one of the following three fields contains invalid data

- PAYE Ref
- Sender ID
- Password

Check & correct any mistakes, then attempt to submit again

Sender ID

Enter your Government Gateway sender ID here.

Password

Enter your Government Gateway password here

Polling Attempts

Choose the number of attempts you wish the software to make to attempt to deliver your submission. The default is 50

<Submit>

Click this button to submit you electronic communication

<HMRC>

Click this button to test the connection to the gateway

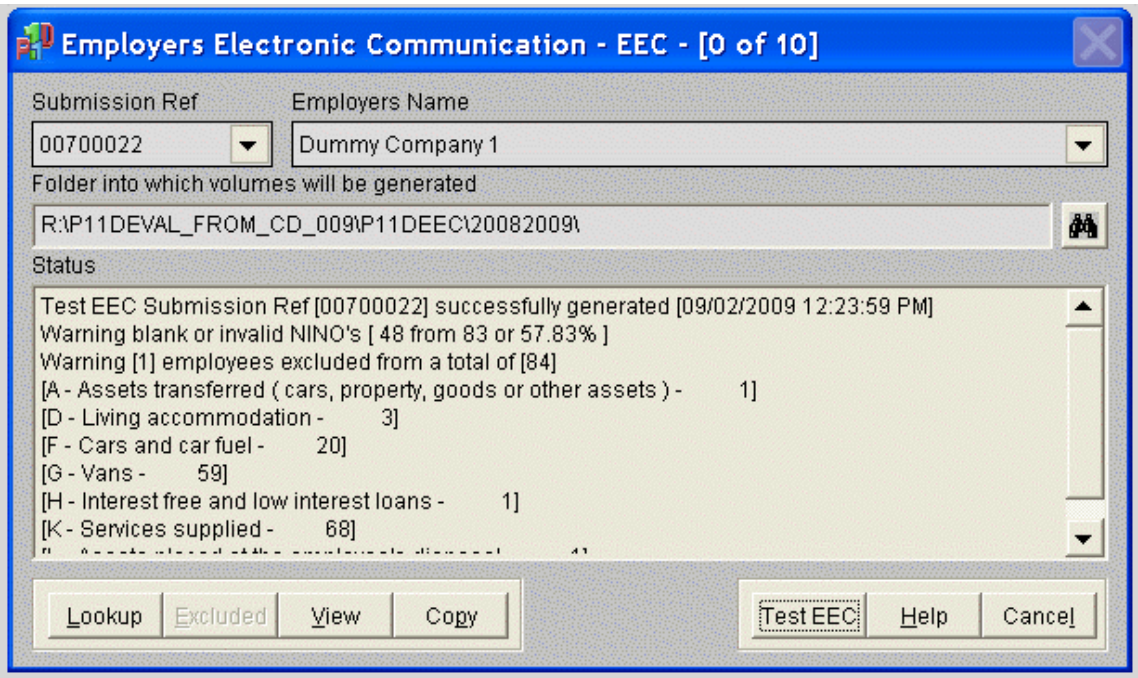
<Help>

Click here to get Help on this screen

<Cancel>

Click here to cancel out of this screen

21.1 Electronic Submission of P11D's


Employers Electronic Communication - EEC - [0 of 10]
Submission Ref
Employers Name
00700022
Dummy Company 1
Folder into which volumes will be generated
R:\P11DEVAL_FROM_CD_009\P11DEEC\20082009\
Status
Test EEC Submission Ref [00700022] successfully generated [09/02/2009 12:23:59 PM]
Warning blank or invalid NINO's [48 from 83 or 57.83%]
Warning [1] employees excluded from a total of [84]
[A - Assets transferred (cars, property, goods or other assets) - 1]
[D - Living accommodation - 3]
[F - Cars and car fuel - 20]
[G - Vans - 59]
[H - Interest free and low interest loans - 1]
[K - Services supplied - 68]
Lookup
Excluded
View
Copy
Test EEC
Help
Cancel

The P11D Organiser provides a facility to report P11D information to the Inland Revenue using an Electronic Submission. Once generated the report is simply copied to a 3.5-inch floppy disk and forwarded to the Inland Revenue, who annually approve the system's EEC reporting formula.

To take advantage of EEC reporting you must seek approval from your local tax office or contact the EEC Unit to obtain a submission reference number. Ensure that you have entered the correct submission reference number in the employer record before generating the EEC return.

To run the electronic submission generator:

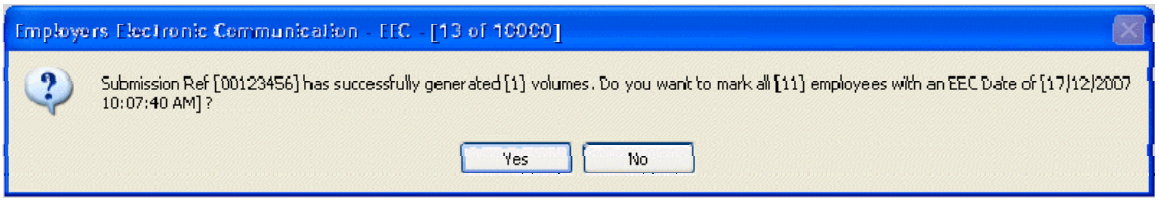
1. Select the employer for whom you wish to generate an electronic report (multiple employers can also be submitted under the same reference number)

2. Select the ***Tools Menu,*** and select the ***Year End option,*** then select ***Create Electronic Submission***, from the menu bar at the top of the screen, the system displays the *Electronic Submission* screen as displayed above.

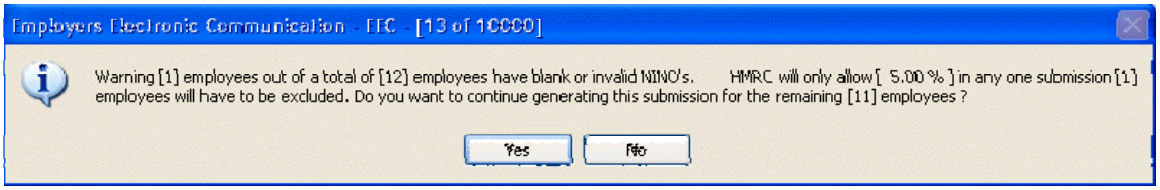
3. The screen displays the Submission reference number and lists the Employers that are currently set to be reported under this reference number.

4. Click onto the **Create** to generate the EEC return.

5. The system will begin to generate the return and when complete will confirm that the report has been successfully generated in a pop-up window. (The file is generated and output to the Target location displayed).


Employers Electronic Communication - EEC - [13 of 10000]
Submission Ref [00123456] has successfully generated [1] volumes. Do you want to mark all [11] employees with an EEC Date of [17/12/2007 10:07:40 AM] ?
Yes
No

6. Validation routines are automatically run & if any errors exist with the return a dialog box will appear warning you of what these errors are. It is advisable that you check these errors out before preparing the return as it is very likely that it will be rejected by the Inland Revenue. If this is the case the system will prompt you to build a review list so you can eliminate any potential errors. Typical validation errors are invalid or duplicate National Insurance numbers exceeding 5% of the total number of employees being submitted


Employers Electronic Communication - EEC - [13 of 10000]
Warning [1] employees out of a total of [12] employees have blank or invalid NINO's. HMRC will only allow [5.00 %] in any one submission [1] employees will have to be excluded. Do you want to continue generating this submission for the remaining [11] employees ?
Yes
No

The generated file will need to be copied onto a floppy disk for submission to the IR. To do this click onto the drive selector that is automatically displayed and select drive A: to perform the copy. To copy the return at a later date simply click the **Copy** button.

21.2 E-mail facilities

To use this system you must have a valid Email program installed on your PC. The Email programs P11D Organiser recognizes are : -

- Microsoft Outlook
- Lotus Notes
- Novell Mail
- Lotus Notes API
- Internet Mail SMTP
- MAPI Outlook
- VINES Network Mail

To set up your email systems all you have to do is select the appropriate Email program from the software registration screen.(See Paragraph 0)

To use this facility, an Emailing program must be installed on the PC that is to be used to perform the email output.

Employee records must contain an email address in order for the email facility to correctly address the individual emails. These can be manually entered or imported into the system using the Employee Details import routine by selecting a key field of NI Number or Payroll Number and the Email field.

By selecting 'email' as the output option from the reports wizard, the system will create a Portable Document Format (pdf) version of the selected report. In order to view .pdf files Adobe's Acrobat reader must be installed on your PC, this software can be installed from the P11D Organiser CD-ROM.

The system provides the facility to add or import user-defined text to accompany the *.pdf attachment, this text forms the body of the accompanying e-mail to employees, to access this facility click on the 'Notes' icon of the reports wizard.

It is recommended that you have your email program open & running before you attempt to generate e-mailed reports. Each e-mail is approximately 20 kilobytes in size and takes approximately 2 seconds to generate. Once generated they are stored in your email program’s outbox ready for sending.

In the absence of a valid employee email address, the system will address the email to the address entered in the Employer record so that undelivered emails can be easily identified.

It is recommended that you limit the number of e-mails generated at any one time to batches of less than 1000. This can be performed by either selecting a smaller group of employees via the active lookup on the Find employees screen or reducing the number displayed in the reports wizard (default setting is 5000)

22 Maintenance / Additional Functions

The P11D Organiser provides a number of maintenance options and additional functions besides those available using the many system icons and shortcuts. Most of these can be accessed from either the *File* menu or the *Tools* Menu on the Title Bar.

22.1 File

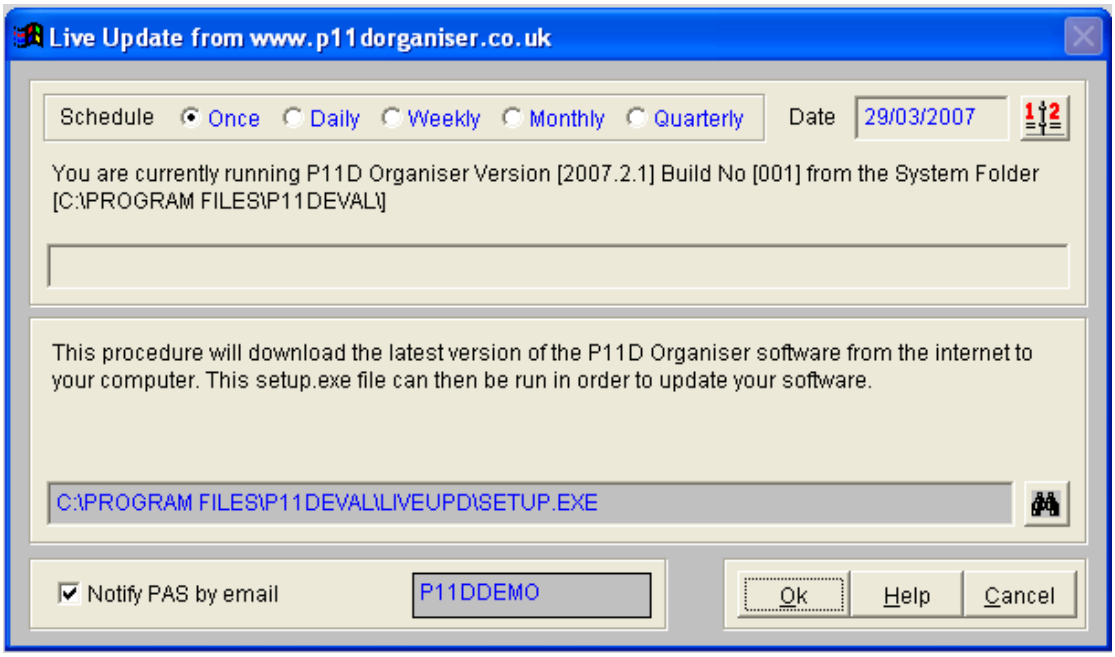
22.1.1 Software Registration

See Paragraph 0.

22.1.2 Change Password

See Paragraph 4.4.1

22.1.3 Software Live Update


Live Update from www.p11dorganiser.co.uk
Schedule
Once
Daily
Weekly
Monthly
Quarterly
Date
29/03/2007
You are currently running P11D Organiser Version [2007.2.1] Build No [001] from the System Folder [C:\PROGRAM FILES\P11DEVAL\]
This procedure will download the latest version of the P11D Organiser software from the internet to your computer. This setup.exe file can then be run in order to update your software.
C:\PROGRAM FILES\P11DEVAL\LIVEUPD\SETUP.EXE
Notify PAS by email
P11DDEMO
Ok
Help
Cancel

By going to the File Menu and selecting the Software Live Update option, you can automatically download & install the updates to P11D Organiser directly from our website. You can also instigate this routine by pressing the F2 Function Key on your keyboard.

On this screen you also have the facility to schedule the live update facility. This can be done: -

- Daily
- Weekly
- Monthly
- Quarterly
- Or on a user defined date

The downloaded update installation file can be found in a subfolder of your P11D Organiser application directory. The default folder containing the upgrade Setup.exe file is called LIVEUPD, but you can change the download path by clicking onto the binocular icon.

You also have the option of notifying us that you have downloaded the upgrade Setup.exe file by checking the tickbox Notify by email.

After successful download, open the download folder & double click on the setup.exe file contained within to commence the update process.

Alternatively you can visit the download site of our software. Please click on the URL link below: -

www.p11dorganiser.co.uk/download/setup/setup.exe

Then Save the target to your desktop. Once fully downloaded, double-click the setup.exe file to start the installation.

22.1.4 Find

You can quickly select the field heading you wish to search for from the Find screen by selecting one of the following criteria

1. Surname
2. Forename
3. National Insurance Number
4. Payroll Number
5. Vehicle Registration Number

See also Paragraph 8.1

22.1.5 Reports Wizard

See Paragraph 19

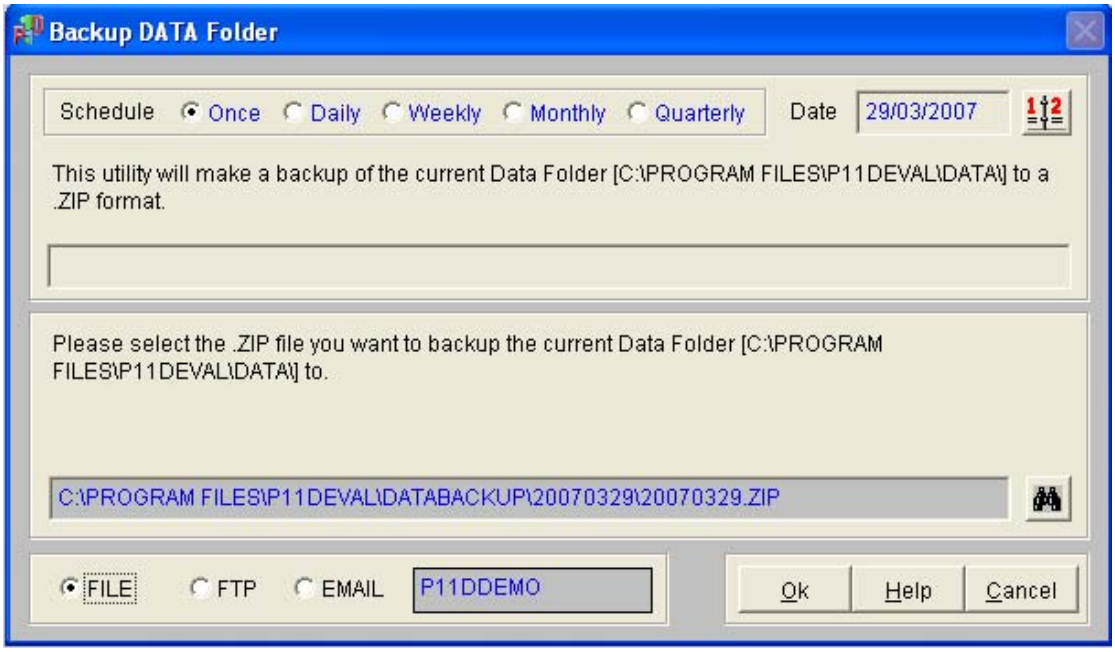
22.1.6 Import Wizard

See Paragraph 10

22.1.7 Run

Use this option to run specific programs that the PAS Ltd support helpdesk may have sent to you.

22.1.8 Backup P11D data .



The system provides a back-up routine to extract and backup of all P11D Organiser data by creating a compressed archive (ZIP format) of the data files within the software.

On this screen you also have the facility to schedule the live update facility. This can be done: -

· Daily

· Weekly

· Monthly

· Quarterly

· Or on a user defined date

We strongly recommend that backups are taken on a regular basis, particularly before the following routines are performed:

The system provides a back-up routine to extract and backup of all P11D Organiser data by creating a unique daily zip file.

We strongly recommend that Backups are taken on a regular basis & in particular before the following routines are performed: -

- Installing Updates (See Paragraph 13.3.2)
- Importing (See Paragraph 10)

This backup routine can also be used to automatically send your P11D data to the P11D Organiser website for remote technical support. You can do this by clicking on the "FTP" or "Email" checkboxes.

To select this routine go to 'File' on the title-bar and select 'Backup P11D data' or by using

the F3 function key & click OK.

The location where the Backup file will be created can be chosen by clicking on the binocular icon.

22.1.9 Logoff

Chose this option to logoff the system.

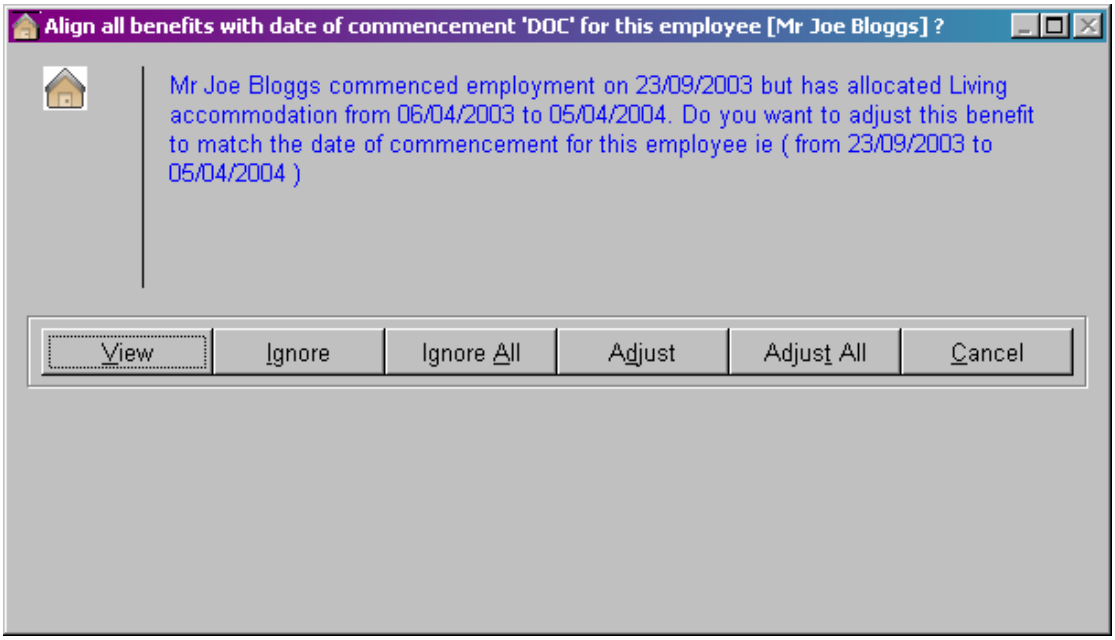
22.1.10 Exit

Choose this option to leave the system.

22.2 Tools

22.2.1 Align Benefits

22.2.1.1 Align date of commencement


Align all benefits with date of commencement 'DOC' for this employee [Mr Joe Bloggs] ?
Mr Joe Bloggs commenced employment on 23/09/2003 but has allocated Living accommodation from 06/04/2003 to 05/04/2004. Do you want to adjust this benefit to match the date of commencement for this employee ie (from 23/09/2003 to 05/04/2004)
View
Ignore
Ignore All
Adjust
Adjust All
Cancel

P11D Organiser contains feature that will align benefit allocations to an employee's date of commencement of employment. This is a useful double-check to ensure that benefits have been allocated correctly.

This functionality can be accessed from the Title Bar by selecting File – Maintenance – Align Dates of Commencement. Alternatively you can use the shortcut key by pressing F7.

Depending on what level you are at when you access it this feature can work on three levels:

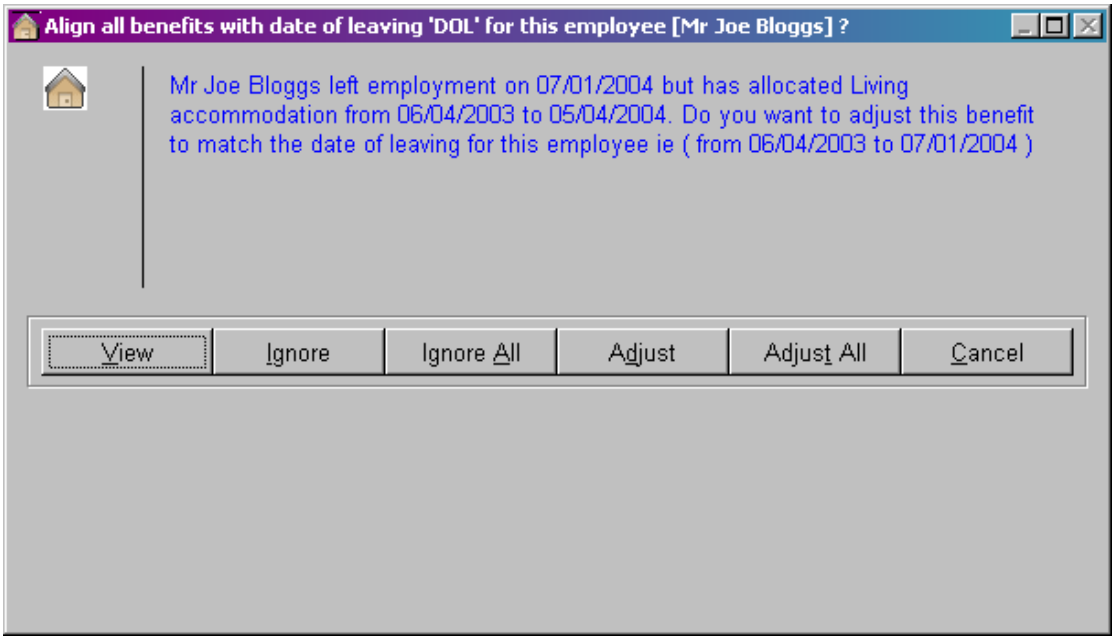
Per employer, Per Active Lookup, Per employee

The system will display any employees that have benefits allocated to them prior to their date of commencement and will offer 6 options to remedy the situation;

1. View - Will display the employee record allowing you to view / change the details.
2. Ignore - Will ignore the benefit allocation displayed and continue to search for erroneous benefits.
3. Ignore All - Will ignore All benefit allocations of the particular P11D section displayed.
4. Adjust - Will adjust the benefit date to that of the employee date of commencement.

5. Adjust All - Will adjust the benefit date to that of the employees date of commencement for all instances found for the benefit section displayed.
6. Cancel - Cancels the alignment routine and returns to the previous screen.

22.2.1.2 Align date of leaving


Align all benefits with date of leaving 'DOL' for this employee [Mr Joe Bloggs] ?
Mr Joe Bloggs left employment on 07/01/2004 but has allocated Living accommodation from 06/04/2003 to 05/04/2004. Do you want to adjust this benefit to match the date of leaving for this employee ie (from 06/04/2003 to 07/01/2004)
View
Ignore
Ignore All
Adjust
Adjust All
Cancel

P11D Organiser contains feature that will align benefit allocations to an employee's date of leaving employment. This is a useful double-check to ensure that benefits have been allocated correctly.

This functionality can be accessed from the Title Bar by selecting File – Maintenance – Align Dates of Commencement. Alternatively you can use the shortcut key by pressing F8.

Depending on what level you are at when you access it this feature can work on three levels:

Per employer, Per Active Lookup, Per employee

The system will display any employees that have benefits allocated to them after their date of leaving and will offer 6 options to remedy the situation;

1. View - Will display the employee record allowing you to view / change the details.
2. Ignore - Will ignore the benefit allocation displayed and continue to search for erroneous benefits.
3. Ignore All - Will ignore All benefit allocations of the particular P11D section displayed.
4. Adjust - Will adjust the benefit date to that of the employee date of leaving.
5. Adjust All - Will adjust the benefit date to that of the employee's date of leaving for all instances found for the benefit section displayed.
6. Cancel - Cancels the alignment routine and returns to the previous screen.

22.2.2 Year End

22.2.2.1 Merge Data from previous year

See Paragraph 17.2

22.2.2.2 Setup Business Mileage Rates

See Paragraph 6.6

22.2.2.3 Create Electronic Submission

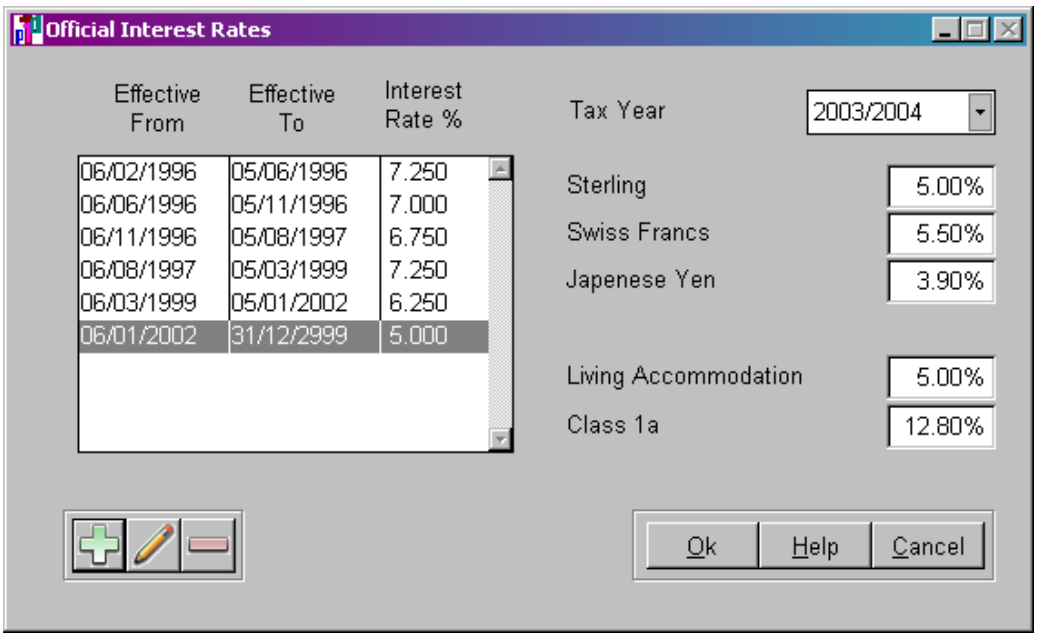
See Paragraph 21

22.2.2.4 Archive P11D Data

See Paragraph 17.1

22.2.2.5 Set Official Interest Rates

The system will display a table confirming the official interest rates per tax year and will also confirm the rates applicable for Living Accommodation and the years Class 1A rate.



Please note, you do not have to set these once you have received your V20xv.02, ie your post budget release for the tax year that has just finished. This is because these rates have been preset in the system

22.2.3 Fuel Scale Charge Settings

The routine enables user defined group settings for the car fuel scale charge. To perform this routine go to "Tools"-"Car Fuel Scale Charge Settings". This then provides the following options that can be applied to This employee, This lookup, This Employer, Everybody.: -

- Fuel provided for private use
- No fuel provided for private use
- Employee pays for all private fuel provided

22.2.4 Re-index all Tables

If the system crashes it is possible that the indices may become corrupted. You should run this procedure periodically to re-index the system's tables to fix any possible errors.

22.2.5 Run Diagnostics

This is a maintenance routine that will check database integrity and fix any problems found.

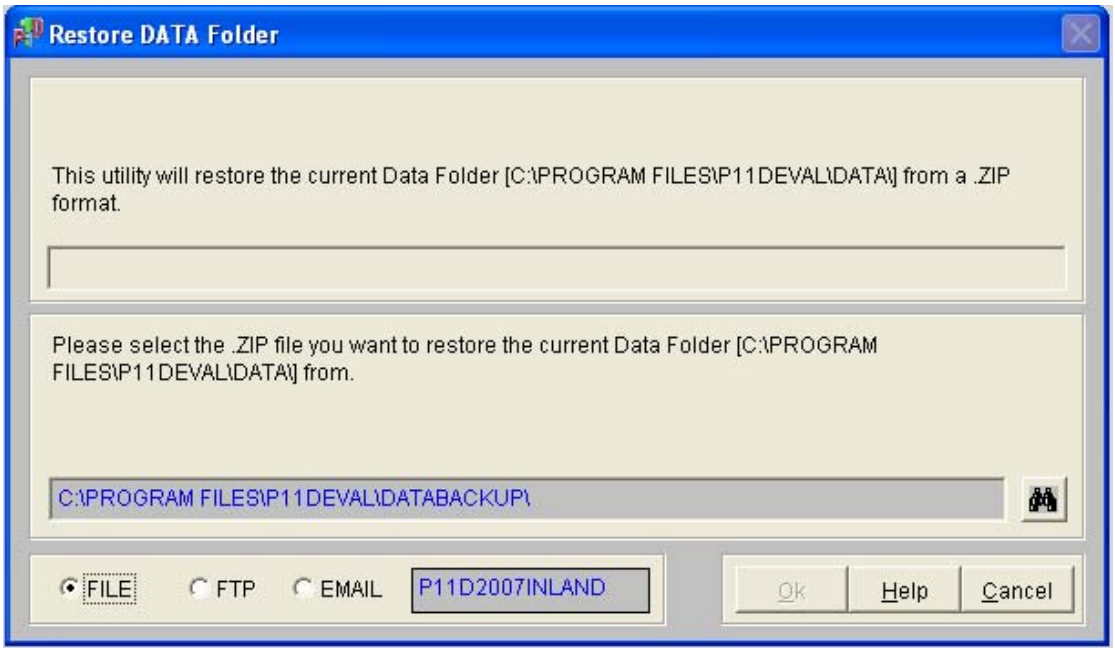
22.2.6 Recalculate Benefits

On selecting this option from the "Tools" menu off the Title Bar, the system will recalculate all benefits according to your selection of : -

- This Employee
- This lookup
- This Employer
- Everybody

You should do this periodically to ensure that the system has calculated the cash equivalent of benefits correctly.

22.2.7 Restore P11D data.



The system provides a restore routine to restore previously backed up data.To select this routine go to 'Tools' on the title-bar and select 'Restore P11D data' and select any of the previously backed up data zip files displayed, by clicking on the binocular icon.

Once a zip file has been selected the system will display a confirmation screen. If you press OK the system will Restore previously backed up data.. After successful Restore the system will shutdown & you will have to log on again.

22.3 Other Options (Not Listed)

22.3.1 Increasing the capacity of P11D Organiser

The P11D Organiser has the capacity to record and report very large amounts of employee and benefits data. The system will however be restricted to report the maximum number of employees set by the licence agreement.

When using the report wizard or electronic reporting function the system will inform you if you are attempting to report in excess of the licensed numbers and your licensed capacity has been reached.

Please notify PAS Ltd by Email if this occurs. We will then invoice you for a licence increase ion the amount that you request & we will notify you of your new password details to unlock P11D Organiser to the specified number of P11Ds

To increase capacity select ***'File'*** 'off the Title Bar & go to the ***'Software Registration'*** Option

At the *'Software Registration'* screen enter the new value in < No of P11D's > & put in your new password details.

22.3.2 Printer problems

If you use a laser printer occasionally some of the more complicated reports do not print properly. This is because the memory cache for the printer is probably too low.

To remedy this situation, select the chosen printer from the Control Panel & click on Printer Properties. Go to Device Options & increase the memory allocated to the printer.

Certain printers may not print a full page. To remedy this you have to increase the printers print margins from Printer Properties as above

22.3.3 Re-installing the system

If the systems databases become corrupted e.g. by an unexpected cut in the power supply, you may elect to reinstall the system to get the program to run properly again by reinstalling from the CD-ROM program disk. You will not lose any data that you have previously entered by doing this

22.3.4 Updating Records

To take advantage of the data from external systems simply re-import the employee data by means of a regular data feed in to the P11D Organiser from a file taken from your Human Resources / Payroll package.

Having run an import routine, the P11D Organiser remembers the configuration of the data file used by saving a its configuration in a *.cfg file with your export file. This means that for example if you are maintaining employee data in a Payroll or Human Resources package, there is no need to double enter the details into P11D Organiser.

The employee records will be automatically adjusted to reflect any changes and additions and by then using the Align Dates of leaving / commencement functions all benefits can be adjusted easily.

Similar timesaving routines can be utilised by taking a regular data feed out of a fleet system for new additions to the company car fleet or for any car movements that have occurred. The reporting of P46 car movements can now be produced with the minimum amount of effort by using the P46 (car) Movements by Employee schedule from the periodic tab of the reports wizard.

23 Frequently Asked Questions

Below is a list of frequently asked questions and answers to them. These questions have been sub-divided into various categories for your ease of use.

23.1 System General

23.1.1 What do I do if I forget my password

If you happen to forget your current password, send an email to support@p11dorganiser.com and quote your company name and serial number so that we may re-issue your password to you.

23.1.2 How do I prepare an Electronic Submission

To obtain the Electronic Submission go to the Employers List screen & select the icon. (See also Paragraph 21 of the manual).

23.1.3 How do I allocate a different printer than the default one

Once you have selected a report to print you are presented with the Print Setup dialog box. From here you can redirect the print output to another printer by selecting that printer from the “Name” dropdown list.

23.1.4 When should I archive data

You should run the archive routines before you merge data forwards into the new tax year. (See Paragraph 17.1 of the Manual).

23.1.5 How do I merge forward data into the new tax year

By pressing F9 on the keyboard. See (See Paragraph 17.2 of the Manual)

23.1.6 How do I import data

Press F12 on your keyboard to enter the Import Wizard. (See Paragraph 10).

23.1.7 How do I export data

The Export Routine can be found within the Reports Wizard. (See Paragraph 15).

23.1.8 How do I align employee's benefits to the date they left the company

Run the Align DOL routine from the Tools Menu off the Title Bar (See Paragraph 22.2.1.2)

23.1.9 How do I align employee's benefits to the date they joined the company

Run the Align DOC routine from File-Maintenance. (See Paragraph22.2.1.1)

23.1.10 How can I print more P11Ds than my current licence allows me

You can upgrade your current licence at any time to account for any more P11Ds you may have to produce. See Paragraph 22.3.1 for more details.

23.2 Benefits

23.2.1 How do I change the car details of a previously entered car

Right-click on the car that you wish to edit details for from the Company Car Benefit summary screen (or the Mileage Allowance summary screen, if it is a privately owned car), for the employee to whom the car has been allocated.

23.2.2 Where can I get details of the Carbon Dioxide (CO2) emissions figure for a company car

In 2003 we launched a chargeable service whereby if you send us your company car registration numbers, we will be able to provide you with the exact CO2 emissions for that vehicle.

23.2.3 How can I add a replacement car

Go to the Company Car Benefits Summary screen for the relevant employee. Click onto Add Benefit and fill in details of the new car. Alternatively if the car is already in the system (e.g. it has been withdrawn from another employee), then select that car by clicking onto the either of the binocular icons found adjacent to the Registration Number field and the Make & Model field. Once the new car details have been entered press the <OK> button to save the details and put in the available from and to dates. (See Paragraph **Error! Reference source not found.** of the Manual).

23.2.4 When do I have to report a P46(car)

P11D Organiser produces automatic P46(cars) in the following circumstances: -

- Car is provided for the first time.
- Existing car is replaced
- Employee is provide with a second car
- Car is withdrawn

Then a P46 Car report is required. The system should always be set at "Print P46(car) when required" from the “P46 Car Report” dropdown field which can be found on the Car Fuel Benefit tab. The only exception to this rule is where a car was allocated on 6th April or is withdrawn on 5th April. Then Manual settings must be made. The only other occasions when manual settings should be made are when an employee becomes a director, or starts earning at the rate of £8,500 inclusive of benefits and expenses. (See Also Paragraph **Error! Reference source not found.**)

23.2.5 How do I exclude items that appear on our dispensation from appearing on the P11D

You have to set the dispensation filter to 100% on the Benefits Profile (See Paragraph6.5.4).

23.2.6 How do I get a list of employees who have not sent in their mileage details

Go to the Reports Wizard and select the Absent Business Mileage report from the Periodic Reports tab. You can user - define this report into any period for which you have no business mileage details for any employees. (See Paragraph**Error! Reference source not found.**).

23.2.7 How does the system obey the £500 exemption for IT equipment provided to employees

As long as you correctly mark an item under Section L, Assets Placed at the Employees Disposal as computer equipment, the system will only report any excess over and above £500 taxable across all items in this description. See also Paragraph **Error! Reference source not found.**.

23.2.8 What happens if a benefit is shared between two employees

The system automatically recognises if an asset e.g. House, Van etc has been used by two or more employees in the same period, and apportions the resulting benefit charge between them.

23.3 Printing/Reports

23.3.1 How can I view a breakdown report of Class 1A NIC for an employer across all benefit types

If you wish to view a breakdown of Class 1A NIC per employee across all benefit types then select the “Total Benefits & Expense Summary by Employee” report that is located under the tab Employer reports. (See Also Paragraph **Error! Reference source not found.**)

23.3.2 How do I report a P46(car)

The system sets a flag for all car changes occurring in a particular quarter. Select the employee or group of employees for whom you wish to report P46(car) forms. Then go to the Reports Wizard and Select P46(car) which can be found in the Periodic Reports Tab. Once printed, the system resets the flags to no P46(car) required. (See Also Paragraph **Error! Reference source not found.**)

23.3.3 How do I print a duplicate P46(car) report

If you have to reprint a P46(car) report then you have to ignore any previous flags that have been automatically set by the system. To do this you have to select the P46(car) reprint report from the Periodic Reports tab in the Reports Wizard.(See Also **Error! Reference source not found.**)

23.3.4 How do I prepare an Electronic Submission

To obtain the Electronic Submission go to the Employers List screen & select the icon. (See also Paragraph 21 of the manual).

23.3.5 How do I allocate a different printer than the default one

Once you have selected a report to print you are presented with the Print Setup dialog box. From here you can redirect the print output to another printer by selecting that printer from the

“Name” dropdown list.

23.3.6 How can I get a breakdown report of Class 1A NIC by cost centre

Select the new report Class 1A NIC by cost centre from the Employer's tab of the Reports Wizard.(See Paragraph **Error! Reference source not found.**)

23.3.7 How can I Email employees reports

The Email routines are found in the Reports Wizard. To run them you have to have enabled the Email services. See Paragraph 0 for further details.

23.3.8 When I use the E-mail facility, how can I write a cover note to accompany the generated PDF file

You can use the Notes section of the Report Wizard to write any freestyle accompanying text to your E-mail. For your convenience you can also import & export text from this screen. See also Paragraph **Error! Reference source not found.**

23.3.9 How do I obtain a fuel output VAT report

Go to the Reports Wizard and select the Company Car Fuel Benefit VAT report from the Periodic Reports tab. You can define this report to fit into your reporting quarter for VAT purposes. (See Paragraph **Error! Reference source not found.**).

23.3.10 How do I get a list of employees who have not sent in their mileage details

Go to the Reports Wizard and select the Absent Business Mileage report from the Periodic Reports tab. You can user - define this report into any period for which you have no business mileage details for any employees. (See Paragraph**Error! Reference source not found.**).

23.3.11 How can I get a list of which employees have changed cars in a particular period

You can print a list of car movement that have occurred over a user-defined period by going to the Reports Wizard and selecting the report: -" P46 Car Movements by Employee" from within the Periodic Reports tab. (See Paragraph **Error! Reference source not found.** of the Manual)

23.4 Employees

23.4.1 How do I add an employee

Click onto the “Add Employer/Employee” icon from the Find, Employer details or Employee details screen. Fill in all of the relevant employee details. (See Paragraph 6.3 of the Manual).

23.4.2 How can I find people who have had P11Ds already printed

From the Find screen click on the Setup Filter Icon. This gives you options to select numerous sorts including the above. (See also Paragraph 8.2)

23.4.3 How can I check if there are any duplicate National Insurance Numbers in the system.

From the Find screen click on the Setup Filter Icon. This gives you options to select numerous sorts including the above. (See also Paragraph 8.2)

23.4.4 How can I group employees who have the same benefit

There are numerous ways to group employees who have the same benefit. These can all be performed from the Setup Filter (See Paragraph 8.2). For a more detailed search go to the Employer's Benefit Profile screen and look up employees in receipt of individual benefit types. (See Paragraph 7.3.2)

23.4.5 How do I know whether an employee requires a P9D or a P11D

If there are no salary details in the system, a P11D will be produced for that employee. However if salary details are recorded when you either set-up or import an employee then the system will automatically perform the £8,500 test. (See Paragraphs 6.3.31to 6.3.33).

23.4.6 How can I use the system to collate business mileage

You can very quickly group together employees who have not submitted any business mileage details by using the Setup Filter (See Paragraph 8.2). The system incorporates a built-in form i.e. The Employees Business Mileage Declaration that you can e-mail to employees to collate business mileage details for any period.

23.4.7 How can I tell which employees have had their P11Ds/P9Ds printed

Employees can be grouped very quickly using the Setup Filter from the Find Screen. (See Paragraph 8.2)

23.5 Unanswered Questions

If your query has not been satisfactorily answered, please e-mail it to us at support@p11dorganiser.com & we will endeavour to answer it as soon as possible. Popular FAQ's e-mailed to us will be included in future editions of this section of the manual.

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